
Editorial Assistant Job Description

The Journal:

Change Over Time is a semi-annual journal publishing original articles on the history, theory, and praxis of conservation and the built environment. Each issue is dedicated to a particular theme as a means to promote critical discourse on contemporary conservation issues from multiple perspectives both within the field and across disciplines. Themes are examined at all scales, from the global and regional to the microscopic and material.

Position Description:

As the Editorial Assistant you will have the opportunity to help produce the award winning journal *Change Over Time*. Your scope of work will include copy editing, information management, preparation of the manuscript for Penn Press, updating the journal web page, and assisting at journal events. The Editorial Assistant reports directly to the Senior Associate Editor. The position is offered to Penn students and Work-Study is preferred. Weekly time commitment is flexible however 10-20 hours is desirable. Salary is \$12-15/hour based on experience and qualifications.

Job Responsibilities:

- Copy edit 5-10 articles for each issue including review at manuscript, 1st proof, and 2nd proof stages of publication process
- Format articles for publication according to University of Pennsylvania Press standards.
- Assemble manuscript for Penn Press, including review and editing of author biographies, captions, images, and permissions, according to Penn Press standards
- Regularly update issue schedules with incoming documents and contact information
- File incoming documents from contributors
- Coordinate manuscript submissions with Senior Associate Editor and Penn Press staff
- Meet regularly with Senior Associate Editor throughout the publication process.
- Update journal web page and Twitter feed
- Assist with the design and maintenance of journal social media profiles
- Disseminate CFA and issue launch announcements
- Maintain COT email master list
- Assist with journal events

Qualifications:

- Strong copy editing skills
- Great attention to detail
- Must be able to meet deadlines
- Clear communication skills
- Strong organizational skills
- Must be familiar with *Chicago Manual of Style* 17th ed. guidelines

- Fluency with Adobe Photoshop and/or Illustrator
- Familiarity with web design software
- Familiarity with social media platforms

Please send a cover letter and resume with subject line Editorial Assistant to cot@upenn.edu.