



Editor for the Norwegian-American Historical Association

The NAHA editor is responsible for planning and editing a journal that will launch in Fall 2019.

REPORTS TO: Publications Committee Chair and Executive Director

ESSENTIAL JOB FUNCTIONS:

- Work with the director and publications committee to plan and develop the style, tone, and standards for our new journal. Duties include:
 - Developing and documenting editorial policy;
 - Creating a yearly editorial calendar and submitting editorial lineups for approval of the NAHA publications committee;
 - Developing and maintaining a publication style guide;
 - Ensuring that the journal follows customary ethical policies for scholarly publishing;
 - Preparing, in consultation with the director, annual estimates and budgets for editorial work.

- Select and edit journal articles. Duties include:
 - Soliciting content for the journal, reviewing unsolicited manuscripts, and correspond in a timely manner with all contributors regarding acceptance, rewriting, or rejection of manuscripts;
 - Identifying and engaging reviewers, and facilitating the peer-review process, ensuring that authors receive constructive feedback;
 - Editing manuscripts according to the Chicago Manual of Style and NAHA house style, including rewriting, reorganizing, validating information in content, etc.;
 - Preparing each issue for publication by planning the table of contents, preparing front matter and author biographies, identifying heads and subheads, providing tables, charts, etc.;
 - Delivering final copy for each issue according to previously set deadlines, satisfactory in content and form and ready for production;
 - Working with authors to deliver a set of print-resolution images, securing copyright if needed;
 - Working with production vendor to review first and second page proofs and approve final page proofs.

- Serve as a representative of NAHA and its publications program. Duties include:
 - Identifying experienced and prospective authors and encouraging them to submit their work for publication;
 - Participating in relevant national and international conferences and symposia (using NAHA travel stipend);
 - Maintaining membership in pertinent academic societies and representing the Association in their deliberations;
 - Sustaining professional relationships with scholars and editorial vendors;
 - Lending support to the recruitment of membership to the Association, especially among academics.

- Serve ex officio as a member of the NAHA Board of Directors. Duties include:
 - Preparing quarterly reports for NAHA board meetings and attending all meetings in person or by teleconference, reporting opportunities for improvement and issues that might affect the quality or timely release of publications;
 - Assisting with grant proposals and other efforts to endow the publications program;
 - Collaborating with the staff and the board of directors as requested in supporting and completing the NAHA strategic plan.

- Other duties as assigned.



REQUIRED QUALIFICATIONS:

Education: Master's Degree in History or a related field

Experience: Interest in and knowledge of Norwegian-American immigration history

PREFERRED QUALIFICATIONS:

Education: Ph.D. in History or related field

Experience:

- Demonstrated experience in academic publishing as both author and editor
- Reading proficiency in Norwegian or other Scandinavian language

KNOWLEDGE, SKILLS, ABILITIES include:

- Ability to work both independently and collaboratively with NAHA authors, board members, and staff.
- Ability to meet editorial production deadlines.
- Skill in using computer applications such as Microsoft Office and Adobe Acrobat.
- Experience editing academic content and adhering to editorial styles.
- Flexible, team-oriented person who is organized and attentive to details.
- Demonstrated scholarly engagement in the field of Norwegian-American history.

This is a three-year appointment, with possibility for renewal. Compensation is negotiable. Duties may be completed remotely.

TO APPLY: Submit cover letter and resume or CV to naha@stolaf.edu by Feb. 1, 2018. Writing and editing samples may be requested.

START DATE: Summer to early fall, 2018

Posted: Nov. 8, 2017