

## Editor-in-Chief and Editorial Assistant of Architectural Histories, EAHN

Application deadline: May 29, 2020

[journal.eahn.org](http://journal.eahn.org)

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### Call for Applications for Editor-in-Chief and Editorial Assistant of Architectural Histories

Architectural Histories, the international, blind peer-reviewed, open access scholarly journal of the European Architectural History Network (EAHN) is now seeking to appoint a new Editor-in-Chief and Editorial Assistant to start on 1 January 2021, each for a four year term. The new appointees will start working with the current team from 1 September 2020 and gradually take over their duties. The positions of Editor-in-Chief and Editorial Assistant are not remunerated and expenses are not covered. The Editor-in-Chief's average workload is one day per week, and the Editorial Assistant's is 4 to 8 hours per week; both are subject to fluctuation.

#### EDITOR-IN-CHIEF

The Editor-in-Chief is responsible for all aspects of the journal, with the support of the Editorial Assistant, according to their mutual arrangement. The Editor-in-Chief develops the profile and identity of the journal, safeguarding the quality, relevance and scholarly rigour of its content. The Editor-in-Chief steers the editorial board in all its tasks, including the acquisition and processing of articles. S/he manages the coordination between the different parties involved in the production of the journal (most importantly the copyeditor and publisher) and oversees the processes of management, contract negotiations and payments. The Editor-in-Chief manages the finances of the journal, and actively seeks to broaden and sustain its financial basis by reaching out to the appropriate organizations and institutions. In addition, s/he is the main contact between the journal and its parent organization, the EAHN. S/he chairs the editorial board meeting during the annual EAHN business meetings and at the biennial EAHN conferences.

#### Qualifications

The Editor-in-Chief should have a Ph.D. in architectural history (whether from an art history department or a school of architecture). The candidate should be an established scholar who is able to bring a broad personal network of international academic contacts. S/he should have an ample understanding of architectural history across periods and geographies, and should demonstrate an interest in academic work from a variety of scholarly, cultural and methodological backgrounds. The candidate should have an excellent command of the English language, and ideally master several other European languages. The candidate has editorial experience, in particular with periodicals. Since the Editor-in-Chief supervises and coordinates all aspects of the Journal, skills in organization, negotiation and management, and a well-developed sense of responsibility are essential.

### Application

Applications should consist of a CV (max. 3 pages) and a cover letter (max. 2 pages) specifying the candidate's motivation, skills and qualities. Applications should be emailed to the Editorial Search Committee by 29 May 2020, by care of [secretary@eahn.org](mailto:secretary@eahn.org)

### EDITORIAL ASSISTANT

The Editorial Assistant supports the Editor-in-Chief in the communication with the editorial team, the authors, the publisher, the copyeditor and the proof readers. S/he is responsible for managing and coordinating with the publisher the updating of the journal's website as well as for the revision of documents, such as the author guidelines, annual financial reports, and minutes of the meetings. The Editorial Assistant broadens the journal's reach by communicating new articles and calls through mailing-lists and Twitter, actively seeking new communication strategies. The Editor-in-Chief and the Editorial Assistant work closely together, and convene meetings on a bi-weekly basis.

### Qualifications

The Editorial Assistant is a more junior scholar, who has the task of supporting the Editor-in-Chief. The candidate should have the appropriate scholarly, linguistic and organizational skills.

### Application

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#### Reference:

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