

## Social Media Editor for the Journal of Design History (Oxford Univ. Press)

Application deadline: Aug 1, 2023

[www.designhistorysociety.org/publications/journal](http://www.designhistorysociety.org/publications/journal)

Design History Society

The Editorial Board (EB) wishes to appoint an Editor with special responsibility for Social Media (Social Media Editor). The appointee will be a full Editorial Board Member trained and supported as necessary to fulfil the duties listed in the Role Specification, below. The Journal of Design History (JDH) is the leading international journal of design history and is published by Oxford University Press (OUP) on behalf of the Design History Society (DHS).

The current dedicated JDH social media channels run by the SME are Twitter: @JoDesignHistory and Instagram: @JoDesignHistory and the journal's main online home is on the OUP website: <https://academic.oup.com/jdh> OUP hosts a prestigious and widely-read research blog, with for more JDH-linked content. The DHS website, which hosts a page for The Journal of Design History is soon to be rehomed and redesigned, so there is scope for the JDH SME to input into this process.

Social media channels administered by the DHS are Twitter: @SoDesignHistory, Instagram: @SoDesignHistory and TikTok, LinkedIn: <https://www.linkedin.com/in/design-history-society-13527999/>, and Facebook: <https://www.facebook.com/Design-History-Society-186240451459069/>

All Editorial Board Members (Editors) have the following RESPONSIBILITIES AND DUTIES:

- Attend four annual meetings of the Board (three virtual and one at the DHS annual conference), including preparatory reading and reporting as needed, and at infrequent additional events such as strategic meetings with the DHS Board of Trustees
- Participate in key academic networks and events to identify new directions in design history research, potential authors and peer reviewers and bring these insights to the EB
- Work with authors and with the Chair of the Editorial Board, Managing Editor, Reviews Editor and the publisher's Virtual Editorial Office (VEO) in the efficient conduct of the business of the EB
- As Assigned Editor, arrange peer reviews, evaluate the results, write constructive responses for authors and for the Managing Editor and liaise with authors on revisions and preparation for publication
- Prepare detailed, helpful peer reviews on request of manuscripts submitted for consideration for the JDH
- Undertake special responsibilities or initiatives as may be agreed by the Board, e.g., for reviews or other sections, special issues, or thematic development in an interdisciplinary and international context

- Serve as an ambassador for the Journal at the DHS annual conference held in early September, including attending the conference EB meeting, chairing conference panels, being available for discussions with delegates and potential authors, working with the DHS Trustees and the Journal's publisher in contributing to publication workshops and other events related to the Journal, identifying new currents in research and potential authors and peer reviewers.

#### ADDITIONAL RESPONSIBILITIES AND DUTIES:

- Lead the use of the JDH social media channels to build readership and subscriptions and encourage submissions to the Journal
- Prepare social media reports for the quarterly EB meetings and to attend them (whether online or in person)
- Maintain close, productive working links with OUP's marketing team and work with them where relevant on concerted social media publicity
- Liaise with the Virtual Editorial Office (VEO) as necessary, for instance as author social media accounts are captured by the Journal's manuscript management system, ScholarOne
- Work closely with all members of the DHS Executive Committee who have responsibility for publicity through social media, including the DHS Administrator, Digital Secretary, Communications Officer, and DHS Ambassadors
- Build knowledge of the connection between DHS and the JDH, especially overseas
- Emphasise the international reach of the DHS and the JDH
- Post to announce each article, review, or other text published, in order to foster engagement with the publisher material of the Journal
- Publicise the four JDH issues per year, highlighting special issues, virtual issues, the annual conference and other initiatives
- Promote the JDH archive of past issues and articles by posting links to articles on topical dates
- Direct followers to the OUP website to see popular articles, recently published and upcoming issues, themed issues, how to request the JDH for your library, subscription information, submission guidelines, etc.
- Establish connections with individuals/journals/institutions by following, retweeting and mentions, e.g., if tweeting a link to a past article, tagging it with the author's social media account
- Post citation data, including the most cited articles, to highlight the added worth of publishing in a highly-regarded journal
- Use scheduling software such as Buffer to schedule posts in advance to plan and ensure regular content feeds
- Use image editing skills to prepare attractive and arresting visual content to draw attention to JDH social media messaging

#### PERSON SPECIFICATION:

The appointee will be a full Editorial Board Member, trained and supported as necessary to fulfil the duties listed in the Role Descriptor. Editorial Board Members may reside anywhere in the world from where travel to DHS conference venues and attendance at online meetings is practicable. While current employment in Higher Education, the museum sector, or another institution related to the history of design and design history may be relevant, it is not required.

#### REQUIREMENTS:

- An interest in ways to extend the authorship and readership of the Journal, and the field more

broadly

- Excellent communication skills, exercising tact and diplomacy, observing confidentiality in double-blind peer review and the importance of constructive, equitable feedback
- Be organised and able to work to publication schedules, to maintain active content streams and the ability to use a scheduler such as Buffer to deliver these feeds
- High competence in generating attractive content in a variety of social media channels
- Skills in using image editing software such as Photoshop to prepare imagery for posts to a high standard
- Strong interpersonal skills and the ability to liaise with EB members, authors, DHS Executive Committee members and OUP marketing colleagues to extract newsworthy items for posting
- Online interaction skills necessary to foster and respond to replies, reposts, DMs, etc. in ways beneficial to the Journal and the DHS
- The ability to devise news hooks and make connections between the JDH's current and archive content and current events, anniversaries so that the Journal's posts are relevant to readers
- Published research/scholarship in design history, or a related field or relevant interdisciplinary areas
- Intellectual flexibility and understanding of the relevance of design history for related professions, e.g., design practice, design education, curatorship and collections management
- Awareness of the range of equality and diversity issues and willingness to work effectively to minimise the impacts of racism, sexism, ageism, ablism, homophobia and other prejudices as they appear in the conduct of research and academic work, and in resulting written work
- Fluent writing and editorial skills in English and proficiency in at least one other language
- Current membership of the Design History Society
- A track record of working collaboratively and, ideally, internationally
- Some experience of editorial work, and peer review experience, whether for academic journals, conference submissions, etc.
- Regular access to a networked device, to use the Journal's online manuscript management system and to attend virtual meetings

Time Commitment:

Please note that virtual EB meetings typically take place on Fridays from 12 noon to 3 pm, UTC Time Zone (Coordinated Universal Time) so Editors need to be able to join online then from their time zone.

The work of an Editor of the JDH takes c. half a day per week or c. 2 days per month. In addition, approx. 2 hours per week, on average, are required for the specific tasks of the Social Media Editor, scheduling advance posts, responding to replies, DMs, mentions, etc. It is suggested that the pattern of work might take the form of a weekly commitment in preparing posts using a scheduler, and brief daily checks to monitor and respond to feeds. The normal term of office will be five years; extensions by mutual agreement with the DHS in the interests of continuity and the balance of expertise on the Board are allowable.

The Social Media Editor post carries a small annual stipend paid by the Design History Society. In addition, reasonable expenses for approved travel to one annual in-person EB meeting at the DHS annual conference, and other events in which the Editor is conducting the work of the Journal will be reimbursed by the DHS.

APPLICATION:

For more information and application guidance, please download the role descriptor and application form from the DHS website: <https://www.designhistorysociety.org/about/vacancies>

Applications should be sent by email to the DHS Administrator Jenna Allsopp to [designhistorysociety@gmail.com](mailto:designhistorysociety@gmail.com) by 11:59pm UTC on Tuesday August 1st, 2023.

Interviews will be held on August 8th, 2023.

Contact:

- Dr. SORCHA O'BRIEN, Journal of Design History Social Media Editor (to September 2023), ([jdesign-historysocialmedia@gmail.com](mailto:jdesign-historysocialmedia@gmail.com))
- Prof. Dr. Grace Lees-Maffei, Chair of the Editorial Board of the JDH ([g.lees-maffei@herts.ac.uk](mailto:g.lees-maffei@herts.ac.uk))
- Dr. Jenna Allsopp, Design History Society Administrator ([designhistorysociety@gmail.com](mailto:designhistorysociety@gmail.com))

Reference:

JOB: Social Media Editor for the Journal of Design History (Oxford Univ. Press). In: Arthist.net, Jul 15, 2023 (accessed Apr 25, 2025), <<https://arthist.net/archive/39716>>.