

Art Libraries Journal – Associate Editor opportunity

The *Art Libraries Journal (ALJ)* is the main international forum of the art library profession and of the documentation of the visual arts. Coverage is broad and seeks to bring a wide, international perspective to its issues. The journal is published quarterly by Cambridge University Press (CUP) on behalf of the Art Libraries Society (ARLIS) UK & Ireland.

We are now seeking to appoint an Associate Editor, to join the current editorial team of two Associate Editors and an Editor. Candidates will be expected to demonstrate a commitment to and interest in art librarianship, professional research and publishing, but editorial experience is not required, and training and support will be provided to develop editing, communication and project management skills.

Applications, consisting of a CV and a statement outlining the candidate's experience and skills relevant to the post should be sent by email to the journal's Editor (aljeditor@gmail.com) by **Friday 22 April 2022**. It is expected that interviews will be held in May.

We welcome applications from people of all backgrounds regardless of age, socio-economic background, disability, ethnicity or race, gender, religion or beliefs, and sexual identity. We particularly encourage applicants from groups that have been historically underrepresented or marginalised in the profession and would welcome the broadening of perspectives that this would bring.

For further information or informal enquiries, please contact the journal's Editor, Gustavo Grandal Montero (aljeditor@gmail.com).

Associate Editor (Job Description)

The **Associate Editor role** is primarily to identify or originate ideas, gather and commission contributions, and edit those contributions into one issue of the journal per year, all in consultation with the rest of the editorial team. In addition, they would advise and liaise with the Editor on the overall planning of each volume. They would assist in representing the journal when attending professional events and contribute to its promotion, including on its website and social media. The Editor has overall responsibility for the *ALJ*.

The Associate Editors will

- 1) advise and liaise with the Editor in annual planning of the *ALJ* volumes (to avoid duplicate requests for submissions and to maintain a wide variety of topics covered) and organise and edit one issue per year.
- 2) identify or originate ideas, gather and commission contributions, and edit those contributions into one issue of miscellaneous articles, according to an agreed annual schedule.
- 3) identify professional issues or other content that could provide themes for future articles or issues of the *ALJ*, including single theme or geographical special issues, and help keep the editorial team up-to-date with current developments in art librarianship internationally.
- 4) liaise with the Editor about national and international meetings and conferences of special relevance to art librarians about potential publication of appropriate papers presented there, and recommend suitable contacts and potential contributors.
- 5) assess unsolicited contributions if requested, and recommend whether to publish them.
- 6) approach potential contributors to discuss publication with the *ALJ* and supply them with guidelines for contribution.
- 7) support contributors through the submission and publication process.

- 8) ensure compliance with copyright law in relation to all material published.
- 9) liaise with the CUP production team to ensure publication of an issue per year as agreed.

As this is an editorial role and the journal is published in English, the Associate Editors must be confident with their command of written English and in their ability to correct contributors' (native and non-native speakers) grammar, spelling, word selection and to advise on the organization and format of academic articles in English.

This editorial position is undertaken on a voluntary basis and financial remuneration is not provided by ARLIS UK & Ireland or by Cambridge University Press.

Updated 18.3.2022