



Call for Applications

Editorial Assistant, HAU Books

The Society of Ethnographic Theory and HAU are opening a search for an Editorial Assistant to assist the Managing Editor in the daily responsibilities of book production.

We are seeking an engaged, highly-motivated, and diligent individual to assist HAU's editorial team in the production and promotion of our book series. Applicants should share HAU's vision for open access anthropology, be willing to contribute their skills and passion to the long-term growth of the book series, and to show both the initiative and vision necessary to further the aims of the HAU publishing program.

Tasks include (but are not limited to): proofreading and preparing manuscripts, assisting with manuscript review processes, liaising with the promotions department of University of Chicago Press, and researching potential avenues for the promotion of the press in general.

The Editorial Assistant is expected to contribute, on average, about eight to ten hours per week, for a year. We are seeking individuals highly supportive of the open access cause: the position will be compensated in the form of an annual honorarium, and will afford the experience and training in both print and open access publishing.

Selection criteria

- Fluency in English, attention to detail, daily access to email and internet, and excellent verbal and written communication skills to carry out duties effectively and on time.
- Prior experience in publishing and/or website maintenance will be an advantage.

Position responsibilities

- The editorial assistant will be required to work closely with the editorial team to complete weekly tasks relating to the preparation of manuscripts, licensing and permissions, peer-review processes, and clerical work (contacting authors, guest editors, and collaborators); and periodic tasks relating to website updates, mailings, and promotions.
- The editorial assistant will be required to meet all deadlines and maintain regular, clear communication with other members of the editorial team.
- The editorial assistant will be required to work independently and maintain a strict schedule on all weekly tasks.

Expressions of interest are welcome from all qualified candidates regardless of location or field of expertise. Please submit a cover letter and an updated CV no later than May 7th to Kate Herman, Managing Editor (kherman@haujournal.org).