

European Journal of Archaeology

Post of General Editor

The European Association of Archaeologists (EAA) seeks a General Editor for the *European Journal of Archaeology (EJA)*, to take up office in September 2010, following the retirement of the current General Editor after completing 6 years in post.

The *EJA* is a refereed (peer reviewed) journal, currently published three times a year, and produced on the EAA's behalf by Sage Publications from its London office. The editorial work is carried out by the General Editor, assisted by an Editorial Board and an Advisory Board (the latter purely titular in function). There is a separate position of Reviews Editor (and there may be an Assistant Reviews Editor). Sage pays a modest honorarium to the General Editor.

The General Editor is an *ex officio* member of the Executive Board (non-voting), and chairs the Editorial Board. The Executive Board meets twice a year, once in the early spring and once at the time of the EAA Annual Meeting in September. The Editorial Board normally meets once a year at the Annual Meeting and may occasionally meet at other times, depending on need and cost; most of its work is done by email, however.

All production and distribution work is undertaken by Sage Publications, after submission by the General Editor of fully edited copy.

The *EJA* is published mainly in English (though articles in French and German are also accepted), and the General Editor must be fully competent, preferably fluent – though not necessarily a native speaker – in English. Applicants who are not native speakers should indicate how they will deal with the issue of language checking and improvement, where necessary.

Main duties

- Soliciting and receiving articles for publication
- Reading the articles received and transmitting them for peer review (or rejecting them immediately / returning them for improvement of language or house style)
- On the basis of the advice received, accepting or rejecting articles, or requesting changes
- Corresponding with authors about illustrations, house style, language, etc once their articles have been accepted or changes requested
- Liaising with the Reviews Editor(s) and the Editorial Board
- Collating all copy for transmission to Sage
- Liaising with Sage over production issues
- Checking and collating page proofs for return to Sage
- Liaising with the Advisory Board

- Attending meetings of the Executive Board
- Advising the Executive Board on recruitment to the Editorial Board

Person specification

- Member of the EAA
- Interested in the aims and work of the EAA
- Fully competent in English
- Experienced in editorial work and used to dealing with authors and publishers
- Knowledgeable in a wide range of archaeological fields
- Having ready access to a major academic archaeological library
- Ideally having institutional support (e.g. secretarial/administrative assistance)
- Able to work accurately and quickly, and to keep to tight publication schedules
- Having good inter-personal skills

Applications are invited for the above post, and should be received by the Administrator, EAA Secretariat, Letenská 4, 118 01 Praha 1, Czech Republic; eaa@arup.cas.cz, **by 30 November 2009**.

Please provide:

- A letter stating why you consider yourself a suitable candidate for the post
- A *curriculum vitae*
- Details of your experience relevant to the post
- Details of how you envisage managing the work
- Details of your language skills, in particular your ability to work in English if you are not a native speaker

You are welcome to email or phone the EAA President, Professor Friedrich Lüth, or the current *EJA* Editor, Alan Saville, for an informal talk about the position (lueth@rgk.dainst.de, +49 (0)174 324 1521; a.saville@nms.ac.uk, +44 (0)131 247 4054).