**Journal Editor**

**Purpose of the Role**

To commission, produce and publish the annual edition of the SHCG Journal, Social History in Museums, including:

* Seeking submissions
* Liaising with contributors
* issuing reminders about the submissions deadline as it approaches and following up on offers of submissions
* collecting articles
* editing articles
* seeing the Journal through the printing process.

Expect to engage with the work of SHCG and respond to requests for consultation, reading and comment on proposals from other Trustees.

**Person specification**

* A member of SHCG (individual or institutional)
* Able to attend Trustee meetings 3 times a year (attendance and travel = 1 day)
* Organisational skills
* High level of competence in written English and proof-reading skills
* Interest in keeping abreast of innovative work being done in sector
* Attention to detail

Taking on this role could allow someone to develop skills in:

* Project management
* Negotiation
* Budget management

**Impact**

This role contributes towards SHCG’s aim of championing innovation, by procuring and publishing articles on cutting edge museums practice. It also supports inspirational practice in museum and community heritage venues by sourcing and selecting articles which are widely relevant and practically applicable. In recent years, the Journal Editor has aspired to improve the standard of the Journal by working with peer reviewers and leading sector professionals.

**Support**

This role can expect support from the News Editor in liaising with printers and publishers, and co-ordinating the publishing and postage of the Journal with the April edition of the News. It can also expect support from the Membership Secretary on queries regarding which members are entitled to printed and digital copies of the Journal. Additional support from fellow Trustees may be sought for proof reading and suggesting contributors.