



THE AMERICAN SCHOOL OF CLASSICAL STUDIES AT ATHENS

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Position Available: Editor of *Hesperia*

The American School of Classical Studies at Athens is searching for the next Editor of *Hesperia*, the official journal of the ASCSA. The successful candidate will work full-time, preferably out of the Princeton office, beginning on or around June 1, 2017. This is a five-year appointment with the option to renew.

Each candidate should upload a cover letter, CV, and contact information for three references here: <https://ascsa.wufoo.com/forms/editor-of-hesperia-position-application>. Questions should be directed to the Chair of the Search Committee, Lynn Roller, at leroller@ucdavis.edu.

Application: Review of applications by the *Hesperia* Editor Search Committee will commence on **March 1st** with phone interviews to be scheduled soon thereafter. Short-listed candidates will be interviewed in the Princeton office later that month. The position will remain open until filled.

Job Objectives: The Editor is responsible for all aspects of publication associated with maintaining *Hesperia* as one of the leading publication venues for scholarship in the fields of Greek archaeology, art, epigraphy, history, materials science, ethnography, and literature, from earliest prehistoric times onward.

List of Duties

- Oversee the editing, production, and mailing of four issues of *Hesperia* a year.
- Solicit and develop articles for the journal.
- Oversee the review process, consulting the *Hesperia* Advisory Board when appropriate.
- Write acceptance and rejection letters, and check that revisions are satisfactory.
- Supervise and provide feedback to freelance editors and proofreaders.
- Edit and proofread manuscripts.
- Help authors in the revision stage, both for texts and artwork.
- Work closely with the Production Manager in typesetting articles and designing covers.
- Work with the printer and shipper to ensure a smooth production process.
- Monitor (with the Director of Publications) costs and the status of the subscriber base.
- Write an occasional editorial, as needed.
- Administer the *Friends of Hesperia* fundraising program.
- Attend the AIA/APA Annual Meetings in order to represent *Hesperia* and solicit new material.
- Work occasionally on other projects as requested by the Director of Publications.

Job Requirements

- Ph.D. or equivalent in archaeology, Classics, or a related field.
- Editorial experience, which could include freelance work, in an academic publishing environment.
- Advanced knowledge of Microsoft Office (Word and Excel).
- Familiarity with Adobe Creative Suite 6 (or higher) and Adobe Acrobat Professional strongly desired.

Description of Relationships and Roles: For administrative purposes, the Editor of *Hesperia* reports directly to the Director of Publications. For matters relating to the strategic direction and editorial quality of the journal, the Editor works closely with the Chair of the Publications Committee.

Salary and Benefits: Commensurate with experience. The ASCSA offers a generous benefits package. The ASCSA's Princeton office is located in a residential neighborhood one block from the Princeton University campus and two miles from the Institute for Advanced Study. ASCSA employment includes access to the university libraries. The offices are within easy walking distance of restaurants and shopping, and are served by the New Jersey Transit rail line. It is one hour to either New York City or Philadelphia by train. The successful candidate will work side by side with an experienced *Hesperia* production manager as well as a team of friendly book editors.

ASCSA is an EO/AA employer.