



Editorial Assistant Vacancy

The Kentucky Historical Society (KHS) seeks an Editorial Assistant to join the staff of the *Civil War Governors of Kentucky Digital Documentary Edition* (CWGK), a digital humanities project which provides visual, textual and intellectual access to documents associated with the state's Civil War governors. For more information on CWGK, visit discovery.civilwargovernors.org.

This is a Federally Funded, Time Limited position made possible by the National Historical Publications and Records Commission.

The Editorial Assistant will be primarily responsible for assisting CWGK editors with textual editorial work necessary to digitally publish annotated historical documents. Strong candidates for this position will possess a background in documentary editing, digital humanities, or historical research and publication in addition to solid computer skills and the ability to work well with a collaborative project team.

The Editorial Assistant will assist CWGK editors with editorial work according to CWGK project policies and best practices in the field of documentary editing.

- Assist CWGK editors in orally proofing transcriptions and XML markup against manuscript facsimiles in a FileMaker-based database
- Assist CWGK editors in fact-checking annotated entries of people, places, organizations and geographical features in assigned documents
- Assist CWGK editors in ensuring that project editorial policies and procedures are consistent, clear and well applied
- Accurately report hours worked and amount of work completed to ensure accurate CWGK work rate projections and compliance with time reporting requirements of federal grants

Minimum Requirements:

- Bachelors degree in history, archives, editing or related field is required

Preferred Qualifications:

- Masters degree in history, archives, editing or related field is preferred
- Research specialization in 19th century U.S. history is preferred
- Experience with or working knowledge of documentary editing or digital humanities is preferred

- Special training in or experience with database use and management, and TEI-XML encoding is preferred

Annual salary for this position is \$32,000. Benefits include paid health and life insurance, vacation and sick leave, holiday pay, state retirement and optional deferred compensation plan. This is a full-time position located in Frankfort, Kentucky.

To apply, e-mail a complete dossier including: cover letter, C.V., transcripts, contact information (email, telephone) for three professional references and a short (2 pp. max) statement of your experience with or appreciation of digital humanities and/or documentary editing. All files should be in Word or PDF format and sent to khs.hr@ky.gov. No phone calls please.

Application deadline is November 30, 2017. Anticipated Start date is January 1, 2018. This grant-funded position is scheduled to end on December 31, 2018. Equal Opportunity Employer M/F/D

The Kentucky Historical Society (KHS) is a state agency and membership organization that is fully accredited by the American Alliance of Museums. The KHS mission is to educate and engage the public through Kentucky history in order to confront the challenges of the future.

To learn more about the Kentucky Historical Society, go to <http://history.ky.gov>.