



Affiliate Editor (Volunteer)

History@Work

The National Council on Public History

Submit: <https://ncph.org/historywork-affiliate-editor-interest-form/>

Due May 14, 2021

Position

- Volunteer Affiliate Editor for the National Council on Public History's blog *History@Work*, <https://ncph.org/history-at-work/>, which is part of the NCPH Digital Media Group (DMG).

Location and Term

- At large (remote)
- Two-year term

Collaborates with

- *History@Work* editors and writers; the Digital Media Editor/Co-Editor of *The Public Historian*; the Digital Media Group; and other volunteers, board members, etc., associated with the National Council on Public History.

Volunteer duties, working in close collaboration with Lead Editors, Affiliate Editors, Copyeditors, and Digital Media Editor:

- Works with Lead Editors to edit and assign due date for posts on a wide variety of public history topics, approximately seven-eight posts/year. Most posts are completed within a two-month time frame on a schedule that suits the editor(s) and writer(s).
- Reviews draft posts (the seven-eight/year mentioned above) in conjunction with Lead Editor, offering constructive feedback and criticism (developmental editing).
- Uploads posts to WordPress.
- Maintains regular access to email and has the ability to respond quickly to and act upon pressing editorial matters while working on a post.
- Performs all tasks with values and goals of the National Council on Public History in mind (long-range plan here: <https://ncph.org/wp-content/uploads/2017/10/2017-2022-NCPH-Long-Range-Plan.pdf>).

Skills

- Experience and interest in public history, broadly defined.
- Ability to work with authors to create essays with a distinctive angle that engages with issues in public history (developmental editing).
- WordPress experience or willingness to learn.
- Ability to think broadly and with an eye toward documenting conversations in the public history field through *History@Work*.
- Collaborative, flexible, inclusive, and professional editing philosophy that keeps the *History@Work* reader in mind.

Time Commitment

- Time commitment will vary by individual, but we estimate that this will average about three-four hours per month. We anticipate Affiliate Editors will edit about seven-eight posts per year (each post requiring about four hours of work). On boarding requires a one-hour online training session. Meetings with the larger DMG also expected, totaling about three-four hours per year.
- We offer optional quarterly online meetings to talk about issues in editing. All Affiliate Editors are also welcome to join one, one-hour Lead Editorial meeting to get a sense of what those discussions involve.

How to Apply (Due May 14, 2021)

Visit <https://ncph.org/historywork-affiliate-editor-interest-form/>. You will be asked to submit:

- Two-four sentences noting why you would like to be an Affiliate Editor for *History@Work* and
- A resume, CV, or bio.

If you are selected as a finalist, you will be asked to do a short editing exercise and to meet briefly online with members of the Lead Editorial team.

Questions

If you have questions, please contact the Co-Editor/Digital Media Editor Nicole Belolan: nicole.belolan@rutgers.edu.