



Book Reviews Editor for *Maryland Historical Magazine*

The Maryland Center for History and Culture (MCHC) seeks an enthusiastic, self-starting Book Reviews Editor for MCHC's peer-reviewed historical journal, [Maryland Historical Magazine](#), in publication since 1906. The ideal candidate possesses a passion for scholarly publishing, experience and expertise in Maryland history, dedication to detail, and excellent communication and organization skills. The position is available for one year, from January to December 2025, and may be renewed. We are able to offer a modest honorarium to the successful candidate; please see below for details.

Responsibilities

Working closely with the Editor-in-Chief and the Managing Editor, the Book Reviews Editor is responsible for:

- Sourcing and proposing books for review that fit the scope, mission, and tone of the *Maryland Historical Magazine*;
- Recruiting book reviewers and maintaining a roster of reviewers;
- Commissioning book reviews from subject matter experts;
- Editing and proofreading book reviews, managing revisions, and fact checking;
- Creating and maintaining a book review schedule;
- Providing regular status updated on book reviews;
- Maintaining a running list of books in the in the review pipeline; and
- Collaborating with the Editor-in-Chief and the Managing Editor.

Qualifications and Competencies

- Doctoral degree in the humanities, the social sciences, or a related field. Doctoral candidates and emerging scholars are welcome to apply;
- Candidates with an assistant professorship or above preferred;
- Comfortable working collaboratively with others;
- Experience editing academic, monographic, or other scholarly content;
- Ability to work with multiple parties (both internal and external);
- An interest in history and book publishing; experience and expertise in Maryland history preferred;
- Excellent communication skills;
- Familiarity with the *Chicago Manual of Style*;
- Experience editing in Microsoft Word, working in Microsoft Excel, and using Microsoft SharePoint.



What we Offer

- Compensation of \$1,000 annually;
- Complimentary membership to the Maryland Center for History and Culture, which includes subscriptions to both the *Maryland Historical Magazine* and the *Maryland Historical & Culture News*, and information about museum programs and events; and
- Ten complimentary MCHC Press title books per year.

How to Apply

Please email a CV and cover letter describing your relevant experience and motivation for this position to publications@mdhistory.org, subject line: Book Reviews Editor. We will request professional references and writing samples from those selected for an interview. Incomplete applications may not be considered. No phone calls, please.

About MCHC

The Maryland Center for History and Culture is an equal opportunity employer that seeks to educate people of all ages about the American experience through the rich history of Maryland using their collections and to preserve important objects and archival materials from prehistoric Maryland to the present day.

The Maryland Center for History and Culture collects, preserves, and interprets the history, art, and culture of Maryland. By exploring multiple perspectives and sharing national stories through the lens of Maryland, MCHC inspires critical thinking, creativity, and community. Learn more at mdhistory.org.

About Maryland Historical Magazine

The *Maryland Historical Magazine* is a semiannual, peer-reviewed journal publishing innovative, well-researched articles on all periods and aspects of Maryland's social, political, and cultural history. We tell the story of the United States through the lens of Maryland. With a circulation of 2,500 copies per issue, the *Magazine* enjoys one of the largest readerships among state historical journals in the nation. The magazine is an indispensable resource for scholars, teachers, families, librarians, archivists, students, independent researchers, and the general public. Explore the magazine at mdhistory.org/publications/mdhs-magazine.