

**Name:****Job Title:** Associate Editor**Reports to:** Managing Editor for Scholarly Research and Publications**Organizational Level:** Research & Publications/Library**Hire Date:****Work Location:** KY History Center & Museums**Department:** Kentucky Historical Society**Class Title:** Associate Editor I**Division:** Museums - 10103020**Position Number:** 31099479**Position Type:** Full-time**FLSA Status:** Exempt**Job Summary:**

The Kentucky Historical Society ensures that our projects, programs, and activities elevate what we know about Kentucky history as well as how we research, teach, and write about our region. This position is responsible for assisting the Managing Editor in all aspects of producing the *Register of the Kentucky Historical Society*. It also considers the publication process holistically, beginning with recruitment and research and following through to ensure the broad use of KHS publications by diverse audiences. The Associate Editor coordinates the KHS Scholarly Research Fellowship Program, which facilitates the sustained production of new Kentucky history scholarship by encouraging the use of KHS collections and resources by scholars. The Associate Editor will build and maintain relationships with fellows and with the scholarly community at large, and work to convert fellows and other researchers into *Register* authors.

Essential Duties and Responsibilities:

- Helps facilitate the timely production of the *Register*
 - Recruits and selects article submissions and other historical content in coordination with the Managing Editor.
 - Assists with creation, recruitment, and production of special-themed *Register* issues.
 - Critically evaluates submissions for historical content, significance, and conformity with professional standards historical methodology, style, and presentation.
 - Edits accepted manuscripts, with special emphasis on ensuring conformity to *Register* and *Chicago Manual of Style* guides.
 - Organizes and participates in outreach activities aimed at building relationships with authors and content providers as well as bringing KHS publications to new audiences of researchers, teachers, and learners.
 - Selects candidates for Collins and Governor's awards in coordination with the Managing Editor. Coordinates the outside review process for these awards.
- Coordinates the KHS Research Fellowship Program
 - Promotes awareness of research opportunities in Kentucky history among faculty, graduate students, and others who could become research fellows in venues including conferences, email, and social media.
 - Advertises fellowship deadlines, reviews applications, and coordinates review process for fellowship applications.



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- Coordinates fellow payments, research budget, fellow visits, and fellow presentations to KHS staff.
- Sustains relationships with former fellows by promoting their research and products in ways that highlight KHS research contributions.
- Identifies potential funding sources for Research Fellowship Program in coordination with the Managing Editor, Director of Research & Publications, and KHS Foundation staff.
- Identifies and works with internal and external partners to apply scholarly research expertise to support the mission of KHS
 - Applies historiographical knowledge and research expertise to selected exhibits, programs, digital initiatives, publications, and projects within the Research & Publications team and across KHS.
 - Promotes the use of KHS collections through publications, programs, and events, both onsite and during outreach.

Qualifications:

Education/Experience—Ph.D. in U.S. history (specialization open, knowledge of Kentucky history preferred), 1 year of relevant editorial experience, active member of the historical profession.

Communication—Experience performing scholarly research toward publication and other relevant professional involvement and activities. Ability to interact with public, scholars, and staff to ensure goals are met in timely fashion.

Computer Skills—Basic internet, word processing, database management, spreadsheets, and email use.

Working Conditions:

Work Environment—Ability to organize files and projects and complete in a timely manner. Detail oriented and must be able to manage multiple projects from concept to completion. Must be willing to work some evening, weekends, and occasionally travel.

Physical Demands—Must be able to lift materials of up to 25 lbs. Must be able to remain stationary for long periods of time. Must be able to use computer keyboard. Must be able to visually inspect documents and make decisions from such.

Direct Reports:

None

Competencies/Behavior Dimensions:

- **Passion for Kentucky history:** Passion for the KHS mission and core values: service, discovery, excellence, authenticity, and stewardship. Possess the ability to communicate this passion to others.
- **Service Focus:** We value our role in serving the public and work to ensure those services are exemplary.



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- **Discovery:** We value dialogue, discussion, education, and scholarship. We value an organizational culture of discovery that inspires, engages, and motivates learners of all ages.
- **Excellence:** We value continuous improvement with the goal of excellence. To that end, we place a high value on adhering to and shaping professional standards.
- **Authenticity:** We value integrity, legitimacy, and the power of the authentic. We, therefore, value research, collections, and programs backed by fact.
- **Stewardship:** We understand that stewardship is all about what you do with your resources and how you do it. As a result, we value the proper stewardship of Kentucky's historical assets, of KHS financial and human resources, and of the KHS mission.
- **Be inclusive:** Give opportunity to the history of all people. Encourage them to share their history and make it broadly accessible
- **Be Innovative:** Create new ways to ignite the public's curiosity about history. Maximize the latest appropriate resources to implement them.
- **Be Bold:** Don't be afraid to address controversial issues. Don't be afraid to take risks to accomplish organizational goals.
- **Be Relevant:** Identify the issues that matter today. Demonstrate how history can play a key role in their resolution.
- **Embrace Diversity:** Commitment to inclusiveness and empowerment. Demonstrates respect, equity, and empathy for a diverse community.
- **Professional Development:** Actively participate in agency-approved internal and external professional development events, as needed or directed by the supervisor.