



Affiliate Editor (Volunteer)
History@Work
National Council on Public History

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 *History@Work* Editorial Committee.

Location and Term

- At large (remote)
- Three-year term

Collaborates with

- *History@Work* writers; the Publications and Marketing Coordinator; the *History@Work* Editorial Committee; 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 Publications and Marketing Coordinator:

- Works with Lead Editors to edit and assign due dates for **five to eight posts per year** on a wide variety of public history topics. Most posts are completed within a two-month time frame on a schedule that suits the editor(s) and writer(s).
- Reviews draft posts 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 the [values](#) and [goals](#) of the National Council on Public History in mind.

Skills

- Experience and interest in public history, broadly defined.
- While we encourage editors to volunteer for posts within their areas of interest, you will also be asked and expected to work on other posts as needed to ensure timely publication.
- Ability to work with authors to create short essays with a distinctive angle that engage 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. Affiliate Editors will edit five to eight posts per year, and each post will require three to four hours of work.
- On boarding requires a one-hour online training session.
- 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 October 17, 2025)

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

- Two to four sentences noting why you would like to be an Affiliate Editor for *History@Work*
- Two to four sentences reflecting on how you think *History@Work* serves the field of public history
- An uploaded resume, CV, or bio
- An uploaded copy of your completed editing exercise, found here: <https://ncph.org/wp-content/uploads/2025/09/H@W-Editing-Exercise-2025.docx>

If you are selected as a finalist, the Publications and Marketing Coordinator will reach out to you with next steps by November 7, 2025.

Questions

If you have questions, please contact the Publications and Marketing Coordinator Madeline Hellmich: mhellmich@ncph.org