

CALLING FOR EXPRESSIONS OF INTEREST FOR THE EDITORIAL ASSISTANT POSITION WITH
HISTORY AUSTRALIA FROM 1ST JULY 2020

History Australia is the official journal of the Australian Historical Association, published quarterly by Taylor & Francis. We seek expressions of interest for the 0.25FTE editorial assistant position. The position will commence on 1st July 2020 (however, the first two weeks will be at 0.125FTE in order to share the work with the outgoing EA; the EA will then be at 0.25FTE from 15th July).

We are looking for an organized, self-motivated person to meet with us once a week, manage the journal's submission and production platforms ScholarOne and CATS; communicate with Taylor & Francis' staff on ad hoc queries; help communicate with authors, reviews editors, and referees; promote the journal through social media channels; and assist with occasional copyediting and proofreading with the editors. Preference will be given to Sydney-based applicants who can attend our weekly meetings in person from 2021, though others may be considered as necessary.

To be considered for this position, applicants should demonstrate their ability to fulfil the criteria listed below in an EOI of 1-2 pages and a CV.

- Work effectively with all three editors, the reviews editors, the authors, and the Executive Officer of the Australian Historical Association
- Work effectively with Taylor & Francis staff during the article review phases and into production
- Undertake training in the "ScholarOne" and CATS platforms used by the publishers and manage the day-to-day operation of the platforms for the journal
- Communicate clearly and diplomatically with authors and reviewers
- Serve as an organizational hub for the three editors
- Help copyedit and proofread submissions on occasion
- Help manage the various *History Australia* social media handles

Editors: Michelle Arrow, Kate Fullagar, Leigh Boucher

Reviews Editors: Charlotte Greenhalgh, James Findlay, Claire Lowrie

Appointment Type: Casual Appointment of 8 hours per week. The 8 hours per week should be spread over at least two different days. (Note that the EA will be at only 4 hours per week for the first two weeks (1-15 July 2020); then up to 8 hours per week after 15/7/20).

Salary: HEW 4.1 \$46.41PH.

Send EOIs with CV to: Kate Fullagar Kate.Fullagar@mq.edu.au by 15th June 2020.