

# JAWS: Journal of Arts Writing



ISSN 2055-2823 | Online ISSN 2055-2831

2 issues per volume | First published in 2015

JAWS is looking for an editorial assistant to support the administrative duties of a very small team of editors. If you are looking into gaining experience in the ins and outs of how to run an exciting peer-reviewed journal, this is a fantastic opportunity to grow within the industry and to contribute to the development of a project that has been supporting students and emerging authors for the last six years.

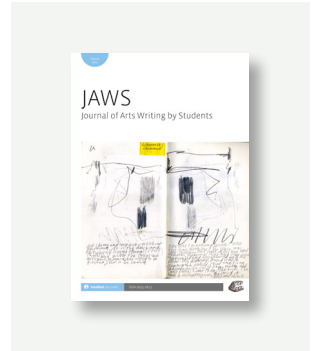
## Duties:

- Assist the principal editor in administrative duties
- Have a proactive role in taking the journal forward, following delineated strategies defined by the editorial board and the principal editor
- Participate in meetings, mainly, but not exclusively, with the editorial board; take minutes; send follow-up emails in case JAWS or the principal editor is hosting the meeting
- Contribute to reformulate our current Advisory Board
- Use webs design platform such as Weebly and Tilda to help build and launch our new website
- Help with distribution of open calls
- Improve our network of universities, conferences and peers
- Increase our visibility by working with the marketing team at Intellect to distribute various materials
- Participate in coordinating events as necessary
- Be present at conferences as agreed by the boards to promote the journal and source manuscripts

## Personal attributes

- Natural liaison
- Excellent time keeping
- Some experience in design or in marketing
- Have a background in publishing or administration, preferably in an arts environment/context


Please email [p.e.jawsjournal@gmail.com](mailto:p.e.jawsjournal@gmail.com) with your CV and a short letter stating why you are interested in contributing to JAWS. Deadline **15th December**.



## Editor

Inês M. Ferreira-Norman  
Wimbledon College of Art, UK  
[inesartistaif@gmail.com](mailto:inesartistaif@gmail.com)

CALL FOR  
EDITORIAL  
ASSISTANT

 To order this journal online visit our website: [www.intellectbooks.com](http://www.intellectbooks.com)

 @IntellectBooks

 @IntellectBooks

 intellectbooks

 Intellect Books