JAWS: Journal of Arts Writing

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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 with your CV and a short letter stating why you are interested in contributing to JAWS. Deadline 15th December.