Royal Anthropological Institute

PUBLICATIONS OFFICER

The Journal of Royal Anthropological Institute is perhaps longest-running periodical in the anthropological world, and often regarded as the anthropological journal of record for the UK. The RAI now has a vacancy for a publications officer, who will assist in various aspects of its operations. It is anticipated that the successful candidate will be efficient, meticulous, patient and devoted to anthropology and publication of anthropological material in broad, here interpreted to include Social Anthropology, Biological Anthropology and Archaeology.

Whilst the tasks that the publications officer will fulfil may vary slightly in accordance with the demands of a busy office, it is a core part of the role that they will help put together the book review section for the quarterly issues of the JRAI. To this end, they will work with the Honorary Reviews Editor to track which books the institute is sent, source reviewers for these books, and be responsible for keeping track of book reviews as they are commissioned for review, and as reviews are received by the journal. They will also be responsible for the administration of the JRAI annual Special Issue competition, in which they work with members of the RAI's publication committee to oversee the competition process from proposals to publication. It is also expected that they act as secretary to the Publications Committee, take minutes of its meetings, and in general ensure that its operations run smoothly. They will also assist in the management of the JRAI editor assistants as the JRAI editor may require, and otherwise interact creatively and cordially with the wider team at the RAI.

As the role entails sending and receiving books to and from the RAI offices in London, it is not suitable for remote working, though it is anticipated that one day out of three each week could be worked from home if desired and if this can be managed within the requirements of the role. Applicants must have the right to live and work in the United Kingdom.

Responsibilities:

- Ordering books to be reviewed in the JRAI, liaising with publishers and authors
- Sourcing reviewers for books received by the Institute, collaborating with the Honorary Reviews Editor to keep a track of who has been invited to review
- Mailing out physical review copies to reviewers
- Maintaining the internal databases and extensive excel data; keeping these systems continuously up-to-date.
- Copywriting and putting out annual public calls for the JRAI's Special Issue competition
- Storing and keeping track of Special Issue proposals and papers

- Leading on the peer review process for Special Issue manuscripts
- Being the main liaison between journal editors, guest editors, publisher, reviewers, and the RAI's Publications Committee.
- Being secretary to the RAI's Publications Committee: scheduling meetings, taking minutes, being point-of-contact to committee members

PUBBLICATIONS OFFICER – PERSON SPECIFICATION	Essential	Desirable
Experience / Knowledge		
Having previously worked with a central database or CRM system	X	
An experienced administrator, with a close attention to detail	X	
An undergraduate or post-graduate degree in anthropology	X	
Excellent command of English, both written and oral	X	
Ability to work to deadlines	X	
Excellent interpersonal and communication skills	X	
Excellent Microsoft proficiency: Excel, Word, Teams, Outlook	X	
Eligibility to work in the UK	X	
Experience with scheduling, arranging committee meetings for 20+ people and taking minutes		X
Personal qualities		
An interest in the latest publications in Anthropology, Archaeology, and associated subjects	X	
Ability to conduct independent work, to be a self-starter	X	
Willingness to support wider RAI projects and initiatives, collaborating with wider staff as a team	X	
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