

Managing Editor, RACAR

Application deadline: September 10, 2018.

The Universities Art Association of Canada (UAAC) invites applications for the position of Managing Editor of *RACAR*. The official journal of the association, *RACAR* is issued twice a year in print and online and brings together publications from established and emerging scholars from all areas of the fields of art history and practice, design history and practice, architectural history, material culture history, and visual culture. This is a remunerated part time position; salary based on skills and experience.

The Managing Editor oversees and coordinates all aspects of the production of the journal in both print and online formats and is the primary liaison between authors and the journal's editorial team.

Specific duties include the following:

- Work with both editors and guest-editors on the schedule and contents of issues.
- Collaborate with editors on the revision of articles.
- Copy-edit articles in English (and in French if possible) and work with the authors to produce a final version.
- Communicate with authors about reproductions for illustrations and copyright issues and permissions, captions, abstracts, and biographies and metadata for the online version of the journal.
- Communicate with book review editors regarding books to review and reviewers.
- Send French articles and book reviews, and abstracts and biographies to the French copy-editor/translator (if necessary).
- Compile each issue of the journal: front matter, articles, images, and reviews and work with the designer on the layout of the issue.
- Coordinate the printing of each issue with the printer.
- Coordinate online deposit with journal aggregators.
- Coordinate the mailing of each issue to authors and subscribers.
- Manage the RACAR online site and social media.
- Coordinate RACAR board and editorial meetings.
- Maintain correspondence with editors, authors, guest-editors, subscribers, UAAC administrator, and answer or forward unsolicited enquiries on an ongoing basis.

Qualifications:

MA in art history or equivalent experience in and knowledge of the area; editing experience within an academic context; reading knowledge of French; ability to correspond in French with authors; familiarity with free-access publication opportunities.

Please send letter of application, CV, a sample of work edited (before and after), and the names and contact information for three referees to:

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