



## Editorial Assistant

The Utah Division of State History is seeking to hire an Editorial Assistant for *Utah Historical Quarterly* (UHQ) and related publications. The Utah Historical Society has published UHQ since 1928. UHQ is the journal of record for the state and is read by both professionals and the history-loving public. For decades, UHQ editors have aimed for scholarship, variety, and readability.

The Editorial Assistant will work closely with the editor of UHQ in preparing manuscripts for publication, including the following responsibilities:

- Editing footnotes in accordance with Chicago Manual and UHQ style.
- Copy editing of articles to correct grammar and technical errors.
- Coordinating images, to include ordering high-quality images, tracking images for articles, and assembling caption information.
- Helping coordinate book reviews and manuscript peer reviews.
- Tracking and creating internal advertisements for each UHQ issue.
- Preparing article text for layout.
- Proofreading issues ahead of publication.
- Working within deadlines to meet production schedules.
- Other duties as assigned that support the publications program.

This position resides within the Utah Division of State History under the Department of Cultural and Community Engagement and will report directly to the *Utah Historical Quarterly* editor, Dr. Holly George.

### Qualifications and Preferences

The successful candidate will have a bachelor's or master's degree in history or an allied field, editing, and/or technical writing; a demonstrated ability in the conventions of historical writing; or experience in editing and technical writing. A working knowledge of the Chicago Manual of Style is essential, as are strong writing skills.

Preference will be given to candidates who have a demonstrated ability in editing and writing.

Preference will also be given to individuals who have a demonstrated background in Utah history and/or the history of the American West. This position requires a motivated self-starter who enjoys the writing process. The job interview will include an editing test.

Recently graduated students and current graduate students are encouraged to apply, as are individuals returning to the workforce.

**Compensation | Hours**

This is a part-time, non-benefited position. The incumbent will work 25 to 29 hours per week, with a flexible schedule. The work may be done remotely. The hourly rate is \$22 to \$24.

**To Apply:**

Please submit a resume or CV and cover letter directly to [hollygeorge@utah.gov](mailto:hollygeorge@utah.gov). Applications will be accepted through February 3, 2023.

Please address the following questions in your cover letter:

- Indicate the highest level of education you have completed (e.g., bachelor's degree, master's degree, doctoral degree, or other professional degree).
- Are you currently enrolled in a graduate program in history or a related field of study? If yes, what is your specialization?
- If you have training or a certification in editing or technical writing, please provide details.
- Describe your editing and/or technical writing experience.
- Describe your familiarity with the conventions of historical writing, including the use of evidence, analysis, citations, and footnotes.
- Describe your approach to meeting deadlines and project management.