

Job description

Promotions & Outreach Editor

Dialogue: The Interdisciplinary Journal of Popular Culture and Pedagogy

Duties & Responsibilities

Dialogue is an open-access multidisciplinary international journal devoted to the publication of works that advance our understanding and awareness of innovative practices, theories, and understanding of popular culture and pedagogy. It is published three times by the Southwest / American Popular Culture Association.

Reporting to the *Journal's* Editor-in-Chief, the Promotions & Outreach Editor, as a volunteer position, will handle key responsibilities for editorial operations, focusing on the promotion of the Journal, maintaining the journal's standards of quality, and ensuring on-time publication.

Specific duties include:

- Developing a system for promoting the Journal, including through such outlets as social media, web, email listservs.
- Maintaining outreach through the promotions system (e.g., posting regularly on social media, drafting emails for the listserv, communicating with peer reviewers).
- Research and register the Journal for indexing in new outlets.



Basic Qualifications

- Bachelor's degree or a minimum 5 years editing experience), preferably in an academic/scholarly setting.
- Proficiency with technology: Dropbox, Google Drive, email, text messaging, Skype, Zoom.

Additional Qualifications

- Experience with social sciences writing/editing is preferred, but not required.
- Experience working under deadline pressure.
- Comfortable interacting with people in a non-synchronous environment.

Benefits

- Opportunities for innovativeness.
- Free registration at the SWPACA annual conference.
- Involvement in the behind-the-scenes SWPACA conference.



- Options to write regular posts for *Musings*.
- Professional development opportunities.
- Individual email __ (name)___@journaldialogue.org

Additional Information

All offers will be made by the Editor-in-Chief in consultation with SWPACA.

This is a term appointment which will begin on an interim basis. If appointed, the candidate will be appointed to “Interim Promotions & Outreach Editor” for 1 year (through February 2021), to be extended to “Promotions & Outreach Editor” for an additional 1 year (through February 2022). Under certain circumstances, the Interim Promotions & Outreach Editor may be promoted to Promotions & Outreach Editor prior to the 1 year probationary period.