

Post:	Associate Editor (Reviews), The Polyphony blog
Location	Durham City
Faculty/Division	Arts and Humanities
Department	Institute for Medical Humanities
Grade	Grade 5
Contract Type	Casual hourly paid, 2-3h/week (max)
Salary	£12.10/hour
Closing Date	12noon, Thursday 6 June 2019

Job Summary & Purpose

The Institute for Medical Humanities (IMH) at Durham University wishes to appoint two Associate Editors with specific responsibility for *The Polyphony* book reviews. While the Associate Editors (Reviews) can work in any area of medical humanities, the aim of these posts is to ensure as wide a coverage of the field as possible. *The Polyphony* (www.thepolyphony.org) is the leading international web platform for medical humanities research, engaging a wide range of readers – academics, health professionals and the general public – in conversations about the latest developments in this interdisciplinary field.

Working independently and as part of an editorial team, the Associate Editors (Reviews) will be responsible for pro-actively sourcing book reviews for *The Polyphony*. Key responsibilities include liaising with publishers and reviewers, editing reviews to conform to our in-house style, uploading content, and monitoring web analytics to ensure that reviews are a valuable and vibrant part of the site.

These posts are funded by the Wellcome Trust through a Discretionary Award to the Institute for Medical Humanities (2017-2022). The Associate Editors will report to the Editor-in-Chief and IMH Associate Director Dr Angela Woods, and work closely with the IMH management team. The Associate Editors will also engage with the medical humanities community at Durham and beyond.

The Associate Editors will be formally based in the Institute for Medical Humanities in Durham City, but the vast majority of the work will be done remotely. The post is for approximately (and no more than) 2-3 hours/week with the exact working pattern to be agreed. For an informal conversation about this opportunity contact Institute Manager, Sarah McLusky (sarah.mclusky@durham.ac.uk) in the first instance.

KEY RESPONSIBILITIES

- Assume responsibility for commissioning, editing and publishing book reviews on *The Polyphony* within an agreed area of focus. These could range from single standalone reviews of monographs or edited collections to fora reflecting on central texts within the field
- Proactively identify books suitable for review on *The Polyphony*
- Liaise with publishers to secure review copies and advise publishers when reviews have been published
- Identify suitable reviewers from within and beyond the medical humanities, whether through direct solicitation or calls for potential reviewers

- Select and brief reviewers, and support them as needed to produce content
- Edit submissions, giving constructive feedback to reviewers, and ensuring the accessibility of the content to an interdisciplinary audience
- Publish reviews on the blog, ensuring this confirms to house style and follows the University's communications guidelines
- Maintain a database of reviews, taking active responsibility for ensuring there is a regular flow of reviews for the site
- Maintain regular contact with the Editor-in-Chief and relevant colleagues to review progress against agreed objectives, identify opportunities and plan for further development
- Maintain records and produce reports for the IMH management team as required
- Contribute to the ongoing development and promotion of the site

PERSON SPECIFICATION

Essential

- Honours degree in a relevant field
- Demonstrated interest and ability to identify, understand and create opportunities to engage with key ideas and debates within your own area of expertise, as well as within the medical humanities more broadly
- Excellent communication skills, particularly writing for both academic and public audiences
- Able to edit materials to a high standard and within house style guidelines
- Excellent interpersonal skills and the ability to provide constructive and tactful feedback
- Able to build and maintain relationships with publishers, authors and other stakeholders which enhance the research and reputation of the Institute for Medical Humanities
- Excellent organisational, IT and administrative skills
- Able to work independently, take initiative and prioritise own workload without close supervision
- Self-motivated with the drive to carry tasks through to completion
- Ability to work well as part of a team

Desirable

- Postgraduate degree in a relevant field
- Proficiency in using WordPress
- Proficiency in the use of social media to engage audiences in research
- Experience of using analytics to monitor uptake of online content
- Experience of writing and editing book reviews

HOW TO APPLY

To apply send a brief CV (max 2 page), a covering letter outlining your interest in and suitability for the role and a short (1 page max) statement indicating your areas of interest and expertise in the medical humanities and how you would develop the portfolio of reviews on The Polyphony to Sarah McLusky via sarah.mclusky@durham.ac.uk by **12noon GMT on Thursday 6 June 2019**.

Applicants MUST be eligible to work in the UK

Interviews will be held via video conference call (Zoom) on **Wednesday 19 June 2019**. Successful applicants will be expected to attend a blog editors team workshop in Durham on Thursday 1 August 2019.