

Post:	Associate Editor, <i>The Polyphony</i>
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	£12.32/hour
Closing Date	13:00 (1.00pm) GMT on Monday 7 December 2020.

Job Summary & Purpose

The Institute for Medical Humanities (IMH) at Durham University wishes to appoint two Associate Editors to join the Editorial Team of our website *The Polyphony*. *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 our editorial team, the Associate Editors will be responsible for pro-actively sourcing content for the site within an agreed area of focus, liaising with contributors, and editing, uploading, promoting and monitoring posts to ensure that their content is a valuable and vibrant part of the website.

These posts are funded by the Wellcome Trust through a Discretionary Award to the Institute for Medical Humanities (2017-2024). The Associate Editors will report to the founding editor and IMH Deputy Director Dr Angela Woods, and IMH Research & Engagement Manager, Dr Sarah McLusky. 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 will work remotely. The post is for approximately (and no more than) 2-3 hours/week with the exact working pattern to be agreed. Appointments will be made for 12 months in the first instance, but may be extended. While the Associate Editors can specialise in any aspect of medical humanities, we are particularly keen to hear from applicants who can add breadth to the existing team. For an informal conversation about this opportunity contact current Editor in Chief, Dr Fiona Johnstone (fiona.r.johnstone@durham.ac.uk) in the first instance.

KEY RESPONSIBILITIES

- Assume responsibility for commissioning, editing and uploading posts on *The Polyphony* within an agreed area of focus, typically publishing at least 2 posts per month
- Maintain an up to date knowledge of the field and build relationships which help develop suitable content
- Select and brief contributors, supporting them as needed to produce content
- Edit submissions, giving constructive feedback to authors, and ensuring the accessibility of the

content to an interdisciplinary audience

- Publish posts on the website, ensuring they conform to *The Polyphony* house style and follow the University's communications guidelines
- Maintain a database of posts, taking active responsibility for ensuring there is a regular flow of content for the site
- Maintain regular contact with the Editor-in-Chief and other 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 contributors 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 with research
- Experience of using analytics to monitor uptake of online content

HOW TO APPLY

To apply send the items listed below to Sarah McLusky via sarah.mclusky@durham.ac.uk by **13:00 (1.00pm) GMT on Monday 7 December 2020**.

1. A brief CV (max 2 pages)
2. A covering letter which describes your suitability for the role and outlines what kind of content you are interested in producing/curating
3. A short (100 word) response to this task: Select a post on *The Polyphony* and explain what you like and/or dislike about it and why

Applicants MUST be eligible to work in the UK

Interviews will be held via video call (Zoom) on **Wednesday 13 January 2021**.