

**=== B.E. RECRUITMENT INFORMATION: START ===**

[*Brief Encounters*](http://briefencounters-journal.co.uk/BE/pages/view/opportunities-2019) is **currently recruiting** its next Editorial Board to oversee the creation of issue 5.

An open-access, peer-reviewed journal, *Brief Encounters* is run by doctoral researchers and supported by the CHASE DTP to publish research from PhD candidates and staff based at its constituent institutions and partner organisations. We are looking to recruit a team of enthusiastic research students committed to seeing issue 5 through the editorial and review processes which will run for approximately twelve months from March 2020 to the publication of the issue in March 2021.

There is no requirement that applicants have previous editorial experience. CHASE is committed to providing training for Board members so that they can use our OpenJournal System software, conduct and monitor the peer-review, copy-edit and proofreading processes, and carry out work laying the publication using Adobe InDesign.

Whether you are just interested to learn something new, or serious about a career in publishing or academia, working on *Brief Encounters* can provide valuable experience, training, skills and opportunities to meet new people. In turn, it allows researchers from across CHASE to have a unique opportunity to have their work reviewed and potentially published.

The following positions are open for applications: Senior Editor, Submissions Editor, Articles Editor, Reviews Editor, Creative Encounters Editor, Web Officer, Layout and Proofread Editor, Communications Officer. Please see below for more details about each role.

Alternatively, you might like to consider applying to be a proof-reader or peer-review for our next issue.

**Eligibility**: to be appointed to a position on the new Board, an applicant must be a research student at a CHASE institution or one of its partner institutions; there is no requirement that Board members be funded by CHASE.

**How to apply**: To apply for any of these roles or for more information, please email the current Senior Editor James Broun by the **30 January 2020** at J.Broun@sussex.ac.uk or journal@chase.ac.uk.

POSITIONS AVAILABLE

**Senior Editor (3-month CHASE placement)**

* Oversee all sections of the journal
* Produce a schedule for the editing and publishing process
* Clearly define roles and delegate tasks accordingly
* Manage the Central Editorial Team to keep on track and within the schedule or revise the schedule as appropriate
* Write the Call for Papers (in consultation with Central Editorial Team)
* Organise journal meetings (at least every two per issue)
* Liaise with the Academic Steering Committee when necessary
* Provide a clear statement of the journal’s focus and scope, as well as policies on authorship criteria
* Make final decisions about submissions
* Proofread the final copy

**Submissions Editor**

* Allocate submissions to the relevant Section Editors
* Assist Sections Editors in allocating peer reviewers to articles
* Ensure peer reviewers are aware of deadlines

**Three Section Editors: Articles Editor, Creative Encounters Editor, and Reviews Editor**. All three editors will:

* Canvassing members of the cohort to submit articles and reviews to the journal
* Considering articles for inclusion in the journal, (with assistance from the Central Editorial Team if necessary), and communicating decisions to authors
* Allocating appropriate peer reviewers to articles, with the assistance of the Submissions Editor
* Overseeing the peer review process
* Passing accepted submissions on to the copy-editing stage.

The Reviews Editor will also:

* Contact publishers to obtain review copies and organise the purchase of books if required

The Creative Encounters Editor will also:

* Make decisions on the content for this alternative section, which may include but is not limited to: video essays, documentaries, posters, musical compositions, poetry, creative writing, practical pieces, exhibition reviews, etc.
* Ensure each author submits a critical commentary alongside their creative submission (these should be copy-edited for uniformity with the other sections).

**Communications Officer**

* Market the journal and Call for Papers on social media and other appropriate academic platforms
* Ensure the clarity and accessibility of the website

**Web Officer**

* Manage the journal website and enrolling users
* Oversee the Open Journal System (OJS) to ensure that it is user-friendly and responsive
* Work with the Layout Editor to create a clear and accessible layout for the journal.

**Layout and Proofread Coordinator**

* Ensure that, once articles have been copy-edited, they are sent back to authors to check that no mistakes have been introduced into their article and allowing them to respond to queries
* Coordinate the layout of the journal using Adobe InDesign, with the assistance of the Senior Editor and Web Officer.

**=== END ===**