

Position: Associate Editor, John Dickinson Writings Project (Search #499187)

Deadline: Open until filled

Location: Remote

Pay Grade: 30E

The John Dickinson Writings Project (JDP), under the auspices of the University of Delaware Library, Museums and Press, seeks an Associate Editor. The JDP is producing print and digital editions of the writings and selected correspondence of John Dickinson. Reporting to and with general supervision from the Director/Chief Editor, the Associate Editor will assist in and oversee the preparation of Volumes Three (1764–1766) and Four (1767–1769) of *The Complete Writings and Selected Correspondence of John Dickinson*, in print by the University of Delaware Press and in digital version by University of Virginia's Center for Digital Editing. For more information on the John Dickson Writings Project, visit: <https://dickinsonproject.rch.uky.edu/>

Major Responsibilities:

- Oversee the day-to-day work of the project, devise workplans; ensure sponsor and press deadlines and grant objectives are met.
- Supervise project staff (e.g., assistant editors, editorial assistants, and interns). Assign work, monitor progress, and check quality.
- Communicate progress and problems to the Director/Chief Editor promptly and draft progress reports.
- Assist the Director/Chief Editor with grant proposal writing and publicity.
- Identify and collect documents for inclusion in the JDP; transcribe and verify content for accuracy; research and write annotations.
- Perform copyediting, indexing, and record-keeping in the project database. Perform typesetting work for camera-ready copy.
- Other job-related duties as assigned.

Qualifications:

- Master's degree in early American history or related field with two years of related experience, or equivalent combination of education and experience. Experience with an 18th-century/US Founding era or earlier documentary editing project preferred.
- Familiarity with John Dickinson and his writings.
- Excellent written and oral communication skills.
- Outstanding skills in research, paleography, copyediting, etc., as well familiarity with style guides (CMOS preferred), and commitment to the highest standards of language usage.
- Meticulous attention to detail.

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- Ability to learn complex editing protocols quickly.
- Advanced knowledge of programs including MS Word, Adobe Acrobat, and Cindex.
- Previous supervisory experience preferred.
- Experience with desktop publishing software (InDesign), or willingness to learn preferred.
- Experience in a publishing office, including production work and/or graphic design or book design preferred.
- Knowledge and/or use of Drupal and other content management systems preferred.
- Reading knowledge of Latin, French and/or German preferred.
- Demonstrates an understanding and consideration of the differing needs and concerns of individuals with varying identities, cultures and backgrounds.
- Committed to fostering a workplace culture of belonging, where diversity is celebrated and equity is a core value.

General Information: The University of Delaware Library, Museums and Press is committed to student success, scholarly research, and inclusive excellence. The Library is strongly committed to fostering diversity within our community. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, accessibility, and antiracism and will assist us to expand our capacity for diversity in the broadest sense. The Library collaborates with strategic campus partners to achieve these priorities, as well as with national professional organizations including the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Council on Library and Information Resources, Digital Library Federation, OCLC Research Partnership, SPARC, HathiTrust, the National Digital Stewardship Alliance, the National Network of Libraries of Medicine (NN/LM), and the ACRL Diversity Alliance. More information about the Library is available at: <https://library.udel.edu>

Appointment: The initial appointment is for three years; renewal is subject to performance and availability of funds.

Benefits: 22 vacation days. Generous 403B retirement plan. Tuition remission for dependents and spouses, and course fee waiver for employee. Full information about University of Delaware benefits is available at: www.udel.edu/faculty-staff/human-resources/benefits/

To Apply: Include cover letter and resume, along with the names and contact information of three employment references, in a single document, following University of Delaware application instructions at: www.udel.edu/udjobs/

Notice of Non-Discrimination, Equal Opportunity and Affirmative Action

The University of Delaware does not discriminate against any person on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, genetic information, marital status, disability, religion, age, veteran status or any other characteristic protected by applicable law in its employment, educational programs and activities, admissions policies, and scholarship and loan programs as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and

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other applicable statutes and University policies. The University of Delaware also prohibits unlawful harassment including sexual harassment and sexual violence.