



## AMERICAN SCHOOL OF CLASSICAL STUDIES AT ATHENS

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### **POSITION AVAILABLE**

#### ***Hesperia*, Editorial Assistant ASCSA Publications Office**

The Publications Office of the American School of Classical Studies at Athens, in Princeton, NJ, has a part-time opening for a well-organized and highly motivated individual to support the Editor and Assistant Editor of *Hesperia* in all stages of production for the ASCSA's award-winning journal on Greek archaeology and material culture.

The Editorial Assistant will be part of a small, friendly team that works closely with authors to produce scholarly publications of the highest quality. Responsibilities include conducting bibliographical research and formatting, performing artwork assessments, converting manuscripts for production, proofreading, and liaising directly with authors, as well as other production tasks as requested by the Editor.

#### Required:

- Bachelor's degree, preferably in Classical Studies, Archaeology, or a related field
- Excellent communication skills, both written and oral
- Familiarity with applying author and style guidelines (e.g., the *Chicago Manual of Style*)
- Proficiency in Ancient Greek (minimum two semesters)
- Computer literacy and the ability to work in an electronic workflow

#### Preferred:

- Previous experience in an editorial role
- Knowledge or experience with ASCSA Publications Author Guidelines
- Proficiency with Adobe Creative Suite, particularly Photoshop and InDesign

The *Hesperia* Editorial Assistant reports directly to the Editor of *Hesperia*, with the ability to work remotely or in a hybrid arrangement at the Princeton, NJ, office. The position is 17 hours per week, year-round, with an annual salary of \$20,000. Applicants must already have the legal right to work in the United States.

Prospective applicants should submit a cover letter and resume (in PDF format), as well as the names of two individuals willing to serve as references, online at:

<https://ascsa.submittable.com/submit/656006a2-2e28-45cd-b7bc-5dc62bb67715/hesperia-editorial-assistant>

**The closing date for applications is Friday, June 3, 2022. The position begins July 1, 2022.**

ASCSA is an EO/AA Employer

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