



London, 1 February 2021,

Job Description and Person Specification

The Urban Transcripts Journal

Digital Content Editor

Remote

5 hours per week

Voluntary position

Deadline for the reception of applications

Monday 15 March 2021, 17:00 London time

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1. The Urban Transcripts Journal

The Urban Transcripts Journal is an editorially independent, not-for-profit, open-access publication, published by Urban Transcripts, its parent organisation, itself an international network of experts on the city. Online and published quarterly, it aims to unravel the complexity of the city through a synergy of verbal and visual content. Our core mission is to advance a multitude of knowledge on the city, formulated through creative media, research inquiry, urban design and planning practice. We are particularly committed to promoting original work by young researchers, professionals, and creatives, including postgraduate and PhD students. Beyond the traditional article we publish work in a variety of formats and media, bringing together theory and practice in a creative, analytical, and critical discourse on the city: an urban transcript where the arts and the sciences of the city complement and confront one-another.

We launched The Urban Transcripts Journal a bit more than 3 years ago as an independent, not-for-profit, open-access publication. Since then we have published 9 issues, with contributions from authors around the world, including peer-reviewed research, work in visual arts and creative writing, activist and community voices. We are driven by a vision of a free and open exchange of knowledge and ideas responding to the great challenges our cities are facing; a discourse on the city created by the strength of a diversity of perspectives from the Global North and the Global South.

The journal relies on the voluntary work of an international team of editors, editorial board members and reviewers, whose voluntary but unwavering commitment makes each issue possible. Our readers from around the world have free access to all of our published content. The entirety of our archive is online, free and open-access and planned to remain so. Our contributors from around the world are able to submit and publish their work without being limited by submission fees.

The journal is open to submissions of original as well as previously published work which explores the multiple facets of our urban world. We welcome submissions of work for publication in response to one of our regular calls as well as work relevant to the journal's broader agenda.

Read us at: <http://journal.urbantranscripts.org>

2. Job description

We are looking for a partner who shares our exhaustive curiosity about the urban world to join us as the Digital Content Editor of The Urban Transcripts Journal and support web publishing of the highest standards; you will be helping us prepare each issue for publication ensuring our website content is communicated clearly, accurately, consistently, and appealingly to our multidisciplinary and international audience. This is an excellent opportunity to join the team of an innovative journal on the city and shape its success and future development.

Overall objective

The timely publishing of digital content of the highest technical quality; ensuring the engaging, intelligible, accurate, and consistent communication of the journal's and each issues' content to its readers.

Duties and responsibilities

1. Proofreading and editing content for website publication, checking text for style, readability, and adherence to editorial policies.
2. Typesetting and formatting content in WordPress.
3. Developing publishing policies and procedures and related guidelines.
4. Contributing in the maintenance and development of the journal's website.
5. Monitoring key website analytics and providing performance reports.
6. Other duties and responsibilities which may arise in order to achieve the overall objective.

Key contacts

The Digital Content Editor will be reporting to the Publishing Editor and will be working closely with the Managing Editor and the Editor-in-Chief.

Workload

Workload is organised around the publishing cycle of the journal with busier periods closer to each issue's publishing date. It is estimated at an average of 5 hours per week.

Location

The position is not office-bound and we are happy to have anyone from any corner of the world join our team. Team members working on The Urban Transcripts Journal are currently based in London and Berlin. Currently all meetings are taking place on-line. In the future, when possible, we would be keen to organise in-person meetings.

Remuneration

This is an unpaid position.

3. Person specification

This post will suit a creatively curious and detail oriented team player keen to contribute to open-access publishing with their editing and communication skills.

Essential skills

1. Excellent team collaboration and interpersonal skills, particularly in a remote working environment.
2. An interest in cities and urban development.
3. English language proficiency equivalent to that of a native speaker.
4. Excellent writing, editing and proofreading skills.
5. Strong organisational skills.
6. Excellent oral and written communication skills.
7. Highly proactive attitude, willingness to take initiative.
8. Strong visual communication skills.
9. Meticulous attention to detail.

Desirable experience

10. WordPress, web development and coding experience.

4. Notes on applying

To apply for this post please send a cover letter accompanied by your CV to:
jobs@urbantranscripts.org.

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Interviews for shortlisted applicants will be held online 29-31 March 2021.

For further enquiries please contact Yiorgos Papamanousakis at yiorgos@urbantranscripts.org.