

OXFORD CENTRE FOR HEBREW & JEWISH STUDIES

**JOURNAL OF JEWISH STUDIES EXECUTIVE EDITOR**

Location	Clarendon Institute, Walton Street, Oxford
Salary	£21,800, pro rated to 60% FTE (£36,333 FTE) [Grade 7, level 2 of the University of Oxford's salary scale]
Hours	Part time – 21 hours per week
Contract type	1 year with the possibility to extend to 2 years

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The Oxford Centre for Hebrew and Jewish Studies is the leading academic Jewish studies centre in Europe and provides Hebrew and Jewish studies tuition at the University of Oxford. We are seeking to fill the position of Journal of Jewish Studies (JJS) Executive Editor from 1<sup>st</sup> September 2023. The post, which is directly responsible to the Centre's President, will coordinate a team and work in close collaboration with the Editors of the Journal. The role comprises the administration of the Journal of Jewish Studies, overseeing printed production and digital publication.

It is a varied, demanding role, for which we seek a self-motivated, positive, highly-organised person, with significant relevant experience. Applicants should have;

- first-degree level or equivalent education
- a track record of employment and experience in publishing (digital and print)
- an interest in the academic field of Jewish Studies
- management experience
- familiarity with a database application such as FileMaker Pro (Apple) for administration purposes, and with transcription and use of XMLs for digital journal

The Centre is financially independent, a registered charity and company limited by guarantee.

For more information about the Centre and its academic activities please visit: [www.ochjs.ac.uk](http://www.ochjs.ac.uk)

For further particulars and details of how to apply please go to: <https://www.ochjs.ac.uk/call-for-job-applications-executive-editor-journal-of-jewish-studies/>

Closing date: 15th June 2023

Interview date range: July 2023