

SHAKESPEARE

Call for Editorial Assistant

The journal *Shakespeare*, the organ of the British Shakespeare Association, needs a new editorial assistant. Because the editorial work is centered on a simple website that the editors use to share the incoming prospective contributions, the editors need someone with an academic interest in Shakespeare and an ability to act as a webmaster.

The editorial assistant puts incoming papers on the website for the editors to look at, then the editors give verdicts that are put on the site by the assistant, then the assistant does such things as contacting readers for the papers (leading Shakespearians around the world), collating responses, sending out papers, and so on.

The postholder gets to read lots of unpublished Shakespeare articles, and although to begin with the person would not have much decision making, the editors would expect a good assistant to start showing initiative and would respond accordingly. The postholder gets to converse with Shakespearians across the world, but there's no point concealing that this is decidedly an administrative task.

One area in which the postholder could flourish creatively would be in improving the automation of the workflow by making a fancier website, perhaps using one of the open-source Content Management Systems that are available. On the other hand, someone who did not want to change the systems would not be under pressure to do so.

Because the work is all done over the web, the postholder could execute this duty from anywhere in the world. The only technical requirements are a working email account with the capacity to receive reasonably large attachments, the ability to edit basic HTML (using say FrontPage, or DreamWeaver, or anything else but not Word), and the ability to FTP changes to the site whenever needed. The changes are always small, but because the editors need to be up-to-date with the production processes, they have to be actioned more or less as soon as they come in. Thus the work has to be done for a few minutes every couple of days, rather than left to accumulate for a week or more and processed as a batch.

Those interested should email in the first instance.

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