



Assistant Editor, *Charrette*

Charrette (ISSN 2054-6718) is the open access journal of the Association of Architectural Educators (**aae**). Published twice annually from 2016 onwards, contributions are welcomed from practitioners and theorists engaged in innovative and significant architectural education and research. The aims of the journal are, in line with the aims of the **aae**, to:

- Provide a shared medium for the dissemination of both academic peer-reviewed writing and research generated through the architectural design studio.
- Articulate contemporary architectural pedagogies.
- Demonstrate the breadth and quality of the discourse, actions and outcomes of architectural education.

Working in collaboration with another Assistant Editor and reporting to the Editor, you will be responsible for ensuring the accurate timely management of the *Charrette* editorial process. Working remotely, you will be jointly responsible for:

- Management of the *Charrette* publication process
 - publishing calls and receiving expressions of interest for thematic issues
 - receiving article abstracts, drafts, and final proofs from authors
 - distributing article abstracts, drafts and final proofs to peer reviewers
 - proof reading, typesetting, and publishing articles
- Management of the *Charrette* peer review committee
- Management of *Charrette* email account
 - Read and respond promptly (< 5 working days) to emails received.
 - Immediate filing of emails to folders and subfolders once actioned.
 - Management of issue folders and subfolders
- Management of the *Charrette* Google Drive
 - Management of issue folders and subfolders.
 - Management of issue 'workbook' which tracks progress of articles through submission, review, revision, and final submission.
- Management of the *Charrette* publication platform, IngentaConnect

Skills	Essential	Desirable
Working knowledge of Google Docs / Drive	✓	
Working knowledge of type setting in Microsoft Word	✓	
Working knowledge of PDF file formatting, including Adobe Acrobat Professional	✓	
Experience of proof reading and copy editing		✓
Experience of peer reviewing for academic publication / conference		✓
Familiarity with higher education and architectural education		✓
Working knowledge of the MHRA Style Guide	✓	

Prospective Assistant Editors are invited to make an expression of interest no later than 09:00BST 15th August 2016.

Expressions of interest should be sent to charrette@architecturaleducators.org and should include as Word or PDF attachments (totalling < 1MB):

- **Curriculum Vitae** (no more than four pages of A4) highlighting relevant experience.
- **References** with contact details (email and telephone) of two appropriate referees.

This role is unpaid. An honorarium of £1,600 per annum (paid quarterly) is offered by the **aae**.