

NORTHERN ARCHAEOLOGICAL ASSOCIATES

JOB DESCRIPTION PUBLICATIONS OFFICER

Reporting to: Post-Excavation Manager
Place of work: Marwood House, Harmire Enterprise Park, Barnard Castle, DL12 8BN
Job type: Full time, permanent

Main purpose of role:

To produce manuscripts (relating to work across all NAA service areas) suitable for publication in regional and national journals, and in the NAA monograph series. To edit text for client and grey literature reports and, when required, business development and marketing literature.

Principal Duties (working under the direction of the Post-Excavation Manager)

- Oversee production of NAA archaeological publications and monograph series, ensuring timely delivery and accuracy, clarity and consistency in all NAA printed output and attainment of appropriate professional standards
- Assist in coordination of multi-author reports, maintaining precise version control and oversight of data files
- Liaise with external editors, reviewers, and contributors and NAA CAD and Project Managers and authors to produce final text and figures suitable for publication in regional, national, and specialist journals, and for the NAA monograph series
- When required, edit content for NAA client reports, providing constructive feedback to authors
- Review, edit and proof text, figures and images for all other NAA printed output including materials for NAA events, presentations, promotions and press releases
- Layout and typeset NAA monographs using Adobe InDesign, compile indexes, tables of contents, bibliographies, title pages and associated content
- Oversee NAA ISBN registration, barcoding and online data and metadata hosted by ADS
- Assist with the development, maintenance and implementation of NAA reporting guidelines, templates, house style and workflows
- Assist with the creation and editing of content for NAA website and social media pages
- Identify procedural requirements that will ensure maximum efficiency
- Provide accurate estimates of time for tasks to be carried out and ensure all reports and publications are delivered within agreed timescales and budget

Other Duties

- To undertake such duties, training and/or hours of work as may be reasonably required
- To always work in a safe manner and report any Health and Safety concerns to the line manager or the Company Health and Safety co-ordinator

Essential Qualifications and Expertise

- A first degree in archaeology or related discipline, or in publishing with demonstrable experience of archaeology
- Proven record in production of publications
- Demonstrable experience in editing, typesetting and publication coordination
- Advanced IT skills, including developed understanding of Microsoft Office software to create Word templates and manipulate Excel data, and the Adobe suite of programs, specifically InDesign, Illustrator and Acrobat
- Excellent command of English language, grammar and punctuation
- Excellent levels of concentration, accuracy and attention to detail
- Good communication and interpersonal skills
- Ability to sustain a demanding work schedule and prioritise work in an organised and methodical way
- Demonstrable experience and understanding of commercial archaeological practice

Essential Attributes

- The ability to learn
- The ability to be flexible and work within set deadlines
- Self-motivated, conscientious and able to use initiative
- Able to manage own time effectively
- Right first-time approach to all work
- The ability to work as part of a team and as an individual

Additional Information

- Normal working hours are 37.5 hours per week; normal office working hours are between 8.30am–5.30pm Monday to Friday. If additional hours are required, time off in-lieu or payment may be allowed
- Holiday entitlement will be a minimum of 20 days plus statutory or public holidays
- The Company operates a sickness and injury absence policy, a group pension scheme, death in-service insurance, and a Health Cash Plan is offered to all eligible staff
- Opportunities for professional development are provided and the Company supports training courses to meet the needs of individual staff
- NAA is an Equal Opportunities Employer and values diversity