**U.S. Studies Online**

Forum for New Writing

# Call for Applicants

*U.S. Studies Online* (USSO) is seeking three passionate and dedicated researchers in the American Studies community to join its friendly and hard-working editorial team. Currently we are seeking a new **Book Reviews Editor, Events Editor and Communications Editor**to work alongside current Editors Sarah Collier, Robyn Shooter and Ciarán Leinster.

# U.S. Studies Online

*U.S. Studies Online* is designed to showcase and promote the exciting research produced by postgraduate and early career researchers in the American Studies academic community. Drawing upon the interdisciplinarity of American Studies, this platform covers a broad range of topics, incorporating history, literature, politics, cultural studies, film, art history, gender studies and interdisciplinary methods. The blog publishes posts from scholars of all levels and regularly receives more than one thousand views per week. [The editorial team](https://usso.uk/about-us/editorial-team/) and guest contributors source and produce varied content that includes [research](http://www.baas.ac.uk/usso/category/research/) posts; informal [interviews](http://www.baas.ac.uk/usso/category/60-seconds-with/); [book reviews](http://www.baas.ac.uk/usso/category/reviews/book-reviews/); [event reviews](http://www.baas.ac.uk/usso/category/reviews/conference-reviews/); [careers and professional development](http://www.baas.ac.uk/usso/category/skills-development/) advice; collaborative special featured [blog series](http://www.baas.ac.uk/usso/category/special-featured-blog-series/); podcasts; and our hugely popular monthly lecture series #BookHour. *U.S. Studies Online* is also home to the USSO annual [keynote competition](http://www.baas.ac.uk/usso/calls-for-contributions/keynote-competition/), which provides an opportunity to further support the personal and professional development of postgraduates and early career researchers. Read our mission statement [here](http://www.baas.ac.uk/usso/usso-mission-statement/).

# Duties of Position

**Responsibilities will include:**

**Book Reviews Editor**

* Commissioning and editing book reviews from PGRs and ECAs
* Liaising with publishers to order copies of books to be sent to reviewers
* Compiling lists of newly released books in American Studies
* Uploading reviews to WordPress, scheduling the reviews, and liaising with the communications editor to promote them

**Events Editor**

* Commissioning and editing event reviews from PGRs and ECAs
* Researching upcoming American Studies events, for example conferences, for review
* Liaising with and conducting interviews with events organisers as part of our Eyes on Events series
* Recording, editing and uploading Eyes on Events interviews to our website

**Communications Editor**

* Compiling the monthly newsletter: highlighting the articles, reviews, and content produced that month
* Publicising USSO articles and events on Twitter: scheduling tweets in alignment with the publication schedule, regularly sharing our opportunities and call for contributions, and tagging relevant accounts and hashtags to reach our intended audience
* Managing the Twitter account: including the #WriteAmStudies hashtag, interacting with other American Studies accounts, responding to enquiries, and generally maintaining a good online presence
* Updating branding and logos when needed

These positions are, as with many BAAS roles, voluntary and are intended to be held for a minimum of 1 year.

**We invite applicants to apply for as many positions as they wish (applicants who select more than one preferred role will be considered for each individual position, and if selected for interview will be notified in advance).**

# Skills required

If you would like to apply to become a member of the editorial team, please check suitability with the following criteria and complete the application form.

**General Skills Required**

* Interest in the research of interdisciplinary American Studies, and knowledge of *U.S. Studies Online* and the American Studies community in the UK.
* Strong communication skills in order to liaise with the *U.S. Studies Online* editorial board and readership.
* Strong analytical skills in order to synthesize a wide range of information and locate key contributions to knowledge.
* Good organizational and time management skills to ensure posts are promoted in a timely fashion, deadlines are met and emails are responded to promptly.
* Computer literacy and knowledge of WordPress, dropbox and Skype.
* Proofreading skills.

# Applicant Details

| **Name** |  | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **University and Department** |  | | | | | |
| **Research Topic** |  | | | | | |
| **Email** |  | | | | | |
| **Stage of progression (e.g. second year postgraduate)** |  | | | | | |
| **Select which role(s) you would like to apply for** | Book Reviews Editor |  | Events Editor |  | Communications Editor |  |

# Personal Statement

Please provide a personal statement outlining the following:

* Your interest in the field of American and Canadian Studies.
* Relevant skills and experience for the role(s) you are applying for.
* Reasons for joining the editorial team, and vision for *U.S. Studies Online*.
* Areas where *U.S. Studies Online* could develop in the future.

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**Please remember to attach your current academic CV**, including any relevant activities and experience as well as research interests and skills relevant to the duties described on the first page.

# Dates and further information

**The deadline for applications is 12pm on Thursday 19th May. Interviews will be conducted the following week.**

Please send your **completed application form** and **Academic CV** to

Sarah Collier and Robyn Shooter at usso@baas.ac.uk

We look forward to hearing from you!

Sarah Collier and Robyn Shooter (Co-Editors)

Ciarán Leinster, Siân Round, Emily Brady, and Mairi Power (Assistant Editors)