

Biblical Archaeology Society  
4710 41st St. NW  
Washington, DC 20016  
(202) 364-3300

**Position Title:** Assistant Editor

**Location:** Washington, DC

**Organization Description:**

The Biblical Archaeology Society (BAS) was founded in 1974 as a nonprofit, nondenominational, educational organization dedicated to the dissemination of information about archaeology in the Bible lands. BAS educates the public about archaeology and the Bible through its bi-monthly magazine, *Biblical Archaeology Review* (BAR), an award-winning website ([www.biblicalarchaeology.org](http://www.biblicalarchaeology.org)), books and multimedia products, as well as tours and seminars. Our readers rely on us to present the latest scholarship in a fair and accessible manner. BAS serves as an important authority and an invaluable source of reliable information.

**Job Description:**

The Assistant Editor will work closely with the BAR Managing Editor to edit scholarly writing for a popular audience, write short pieces on a variety of topics within Biblical archaeology, copy-edit manuscripts, execute research and perform administrative tasks as assigned.

**Requirements/Qualifications:**

- A bachelor's degree in Biblical Studies, Archaeology or a related field (graduate education preferred)
- Strong writing, research and editing skills
- Computer literacy with the Microsoft Office Suite
- Self-starter and independent worker
- Detail-oriented
- Good at taking direction
- Ability to multitask
- Strong interpersonal skills

**Application Instructions:**

Please submit a cover letter, résumé, writing sample and contact information for three references to Megan Sauter, Managing Editor, by email at [msauter@bib-arch.org](mailto:msauter@bib-arch.org).

**Work Hours:** Full-time (37.5 hours/week)

**Salary:** Commensurate with experience

**Closing Date:** August 26, 2016