

Managing Editor - Topographical Bibliography and Online Egyptological Bibliography
Faculty of Oriental Studies, Griffith Institute, Sackler Library,
St. John Street, Oxford
Grade 8: £39,324 - £46,924 p.a.

We are seeking a Managing Editor for two flagship projects of the University of Oxford's Griffith Institute: the digital Topographical Bibliography of ancient Egyptian hieroglyphic texts, statues, reliefs and paintings (TopBib), and the Online Egyptological Bibliography (OEB).

As lead editor of the TopBib and the OEB, you will manage the daily work of the Griffith Institute and its projects. In particular, you will oversee and manage the integration of the two projects, including co-ordinating the data-flow between them, and supervise staff and volunteers working on both. You will develop a crowdsourcing project, or similar, to digitise legacy data. Supervising the regular work of the projects, especially the processing of new publications, you will facilitate wide consultation about project development, and contribute to applications for grants, outreach and fundraising activities.

The successful candidate will have a doctorate in Egyptology or a closely related field, combined with research-level knowledge of Egyptology, including ancient Egyptian language and archaeology. She/he will have sufficient command of English, French, and German necessary to study Egyptological literature. Showing a commitment to publishing research and a strong interest in and commitment to computerised methods of research and documentation, the successful candidate will have excellent communication, interpersonal, and organisational skills, and be able to work independently as well as part of a team, and to direct the work of others.

This is a fixed-term contract for 3 years.

The closing date for applications is 12.00 noon on Wednesday 1 March 2017.

Contact Person : Head of Administration and Finance Vacancy ID : 127137
Contact Phone : 01865 278210 Closing Date : 03-Mar-2017
Contact Email : recruitment@orinst.ox.ac.uk