

## **EES PUBLICATIONS MANAGER JOB DESCRIPTION**

**Reports to:** Head of Operations

**Salary:** £32,422 per annum

**Contract:** FT, two-year fixed term (with the possibility of extension)

**Location:** Remote / The Egypt Exploration Society, 3 Doughty Mews, London, WC1N 2PG\*

**Start date:** April 2026

\* The Publications Manager will be expected to work from the London Office at least one day per week.

The Egypt Exploration Society has supported and promoted Egyptian cultural heritage since its founding in 1882. Over that time, we have explored more than 150 sites and monuments and shared the results of this work in more than 350 volumes of scientific research.

We are seeking an experienced **Publications Manager** to join our small team based at the Society's London office to oversee production of our printed and online publications. This role is responsible for production of the Society's monographs as well as being Editor of *Egyptian Archaeology* magazine and Managing Editor of the *Journal of Egyptian Archaeology*. The Publications Manager will work with Editors and external suppliers to ensure timely production of volumes according to the annual budget.

If you'd like to join a small but dynamic team to ensure that results of ground-breaking Egyptological research are shared globally, then please consider applying.

### **Purpose**

- Produce two issues of *Egyptian Archaeology* magazine per year and work with the Engagement Manager to ensure that these are distributed to subscribers according to the annual mailing schedule.
- Produce one issue of *Egyptian Archaeology Supplements* (online)
- Use SAGE track to produce one volume of the *Journal of Egyptian Archaeology* (JEA) with the Editor-in-Chief and submit content to SAGE Publishing according to their annual schedule.
- Work with the Head of Operations to devise an annual schedule to produce the Society's monographs (Research Reports, General Readership, Spotlight Series, etc.) and be responsible for their delivery on schedule and within budget.
- Be responsible for the marketing of all EES publications and liaise with the Society's partners to ensure they are distributed effectively.

The Publications Manager will be expected to carry out additional duties reasonably commensurate with being a member of a small and flexible staff team.

### **Principal Tasks**

#### **a. Production management:**

- Liaise with authors, editors, printers, distributors, and any freelance copyeditors and/or typesetters.
- Undertake some typesetting of volumes, where capacity allows.

- The programme should consist of at least one Research Report, one Graeco-Roman Memoir, and one other volume per year.
- Manage an annual budget to produce volumes.
- Oversee marketing to increase sales of volumes and improve income generation.
- Ensure that review and complimentary copies are packed and distributed in a timely manner.

**b. The Editor of *Egyptian Archaeology* magazine (including *Egyptian Archaeology Supplements*) will:**

- Liaise with authors, advertisers, printers, distributors, and the Editorial Advisory Board.
- Work with an Associate Editor to commission and/or author content where necessary and appropriate.
- Copy-edit and type-set each issue using InDesign.
- Oversee printing and work with the Engagement Manager to distribute copies to subscribers in February and September
- Ensure printing and mailing costs are within budget.
- Upload online magazine content to relevant suppliers (such as Issuu) for access by subscribers.

**c. The Managing Editor of the *Journal of Egyptian Archaeology* will:**

- Manage the [jea@ees.ac.uk](mailto:jea@ees.ac.uk) email account
- Liaise with the Editor-in-Chief and SAGE Publications to produce two fascicles (in one volume) annually as envisaged in the agreement between the Society and SAGE.
- Manage submissions received via SAGE track efficiently and professionally to ensure smooth communications between authors and the Editorial Team.
- Send articles for review to peer reviewers nominated by the Editor-in-Chief, to liaise with and chase up such peer reviewers and to send the reviews, anonymised, to authors.
- Be the principal point of contact with authors regarding peer review, resubmission of articles following peer review, distribution of proofs for checking by authors and return of corrected proofs by them.
- Perform all copy-editing tasks as are required by the Editor-in-Chief and/or SAGE.

**d. Online/Digital**

- To update publication information on the Society's website.
- To ensure that volumes are available via the EES shop online, with links to distributors where appropriate.
- Ensure that back catalogue volumes are digitally repackaged according to new cover designs and made available as eBook and short-run-digital-printing (SRDP) via the Society's distributors.

**e. Marketing and Publicity**

- To ensure that all EES publications are adequately promoted and advertised in print and online, and at events, to the EES membership and more widely.

**f. Reporting**

- To maintain records of sales and distribution to inform future production costs and print-runs.
- The Publications Manager will be expected to submit reports to the Board about production costs/income, sales, and progress from time to time.

**Person Specification**

The following is a person specification, based upon the above job description.

<b>Essential</b>	<b>Desirable</b>
Qualified to a <u>minimum</u> of Master's level (i.e. MA, MPhil, MRes, PhD, DPhil, etc.) in a relevant discipline	Previous work on EES publications
Self-motivated, well-organised, and able to prioritise	Experience of marketing
Experience of typesetting and related software, such as InDesign	Familiarity with use of social media and experience of working with websites
Proven ability to work remotely and as part of a small team	Reading knowledge of French and German
Experience of academic editing and production editing in an academic context	