

The Geological Curators Group needs YOU!

Charity trustee vacancy – Journal Editor

Please see the information [here](#) for background to the role and further information about how GCG works.

We are seeking to fill a post on our committee, the Journal Editor. This post oversees all aspects of the publication of our self-published, peer-reviewed journal, Geological Curator (<https://www.geocurator.org/journal>), which has been produced since 1974. It is the only journal in the world dedicated to geological curation, and enjoys a growing national and international reputation.

Specification

Purpose: To oversee the smooth running and production of Geological Curator.

Key relationships: Treasurer, Production Assistants (non-trustee roles), Associate Editors (non-trustee roles), Web Coordinator, Communications Coordinator (new role)

Average time commitment: 200 hours pa

Main tasks:

- Guiding overall direction and tone of journal and ensuring content is relevant and of sufficient quality
- Recruiting, working with, training and advising Associate Editors and Production Assistants
- Making initial decisions on whether manuscripts go for review
- Sending manuscripts to Associate Editors
- Making final decision on whether manuscripts are accepted or rejected, liaising with and seeking advice and recommendations of Associate Editors
- Ensuring guidelines are available and clear, fit-for-purpose
- Writing editorials for each journal issue
- Ensuring production remains on track and deadlines are met
- Keeping records on editorial process and production costs and details
- Ensuring journal copies (physical/digital as appropriate) sent to legal deposit libraries
- Overseeing DOI implementation to back catalogue and ongoing articles

Please note that the structure of GCG allows for volunteers (also known as officers) to help with specific tasks, and currently there is a team of Associate Editors and Production Assistants to help deliver the journal. The Journal Editor is one of 12 Trustees of GCG, and work can be spread further across the committee if appropriate.

About you

You should have worked for at least 5 years in a position responsible for a geological collection, have at least 2 papers as first author in reputable peer-reviewed journals, experience of reviewing and/or editing scientific manuscripts, a high standard of written English, the ability to comprehend and summarise complex information in a timely fashion, the ability to work as part of a team and the ability to communicate effectively via email. Geological Curator has huge potential for development, especially incorporating more work from outside the UK, so existing networks and a view to the future would be advantageous.

How to apply

If you would like to informally discuss the role, in the first instance email our acting Editor, Lu Allington-Jones, on coprolite@geocurator.org, or our Secretary, Emma Bernard, on secretary@geocurator.org. If you would like to apply, please write a paragraph or two (no more than 200 words) on why you are interested and what you feel you would bring to the role, and send it with a CV, list of first author publications and a list of journals for whom you have undertaken peer reviews for to secretary@geocurator.org. Please also give the details of one referee. Where a referee cannot be supplied, please give a reason. To better serve our members and the sector, we particularly welcome and encourage applications from candidates of all backgrounds.

The candidate would be subject to a vote of approval at the AGM on 30th November 2021, where, if successful, their role would officially begin. Should there be a choice of candidates, we will anonymise candidate information as far as possible before presenting it to the members for a vote. We do however encourage interested parties to come forward as soon as possible, and certainly by the **deadline of 5th November 2021**.