



**URBAN  
TRANSCRIPTS**  
THE JOURNAL

# Job Description and Person Specification

## The Urban Transcripts Journal

### Associate Editor

5 hours per week

Voluntary position

#### **Deadline for the reception of applications:**

Monday 6 June 2022, 12.00 noon London time

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# 1. The Urban Transcripts Journal

The Urban Transcripts Journal is an editorially independent, not-for-profit, open-access publication. Aiming to *transcribe the urban*, the journal was launched in 2017 driven by a vision of a free and open exchange of knowledge and ideas in response to the challenges our cities are facing. Since then we have been publishing contributions from authors around the world, including peer-reviewed research, work in visual arts and creative writing, activist and community voices. In 2021 the journal was awarded by Humboldt University in Berlin for its work on promoting and enabling open-access publishing. The Urban Transcripts Journal is part of Urban Transcripts, a not-for-profit trans-european network of associates who have been initiating public events, workshops and urban laboratories in response to local urban challenges, in partnership with multiple stakeholders in various cities in Europe since 2010.

## Our purpose

To recognise, value, and advance a multitude of knowledges on the City produced through a synergy of scientific and professional disciplines, lived experiences, and cultural practices.

## Our vision

A transformative knowledge commons for the City

## Our mission

We publish work in a variety of formats and media, exploring the interaction of people, policies, and spaces, in cities across the world, bringing together research, design and policy proposals, activist and community voices, visual arts and creative writing, in a critical and analytical discourse on the city created by a diversity of perspectives from the Global North and the Global South.

## Our values

Openness	We are open to different formats and media, multiple disciplines, and a diversity of voices.
Togetherness	We work together, supporting and learning from each other, our contributors, our reviewers, our editors, our readers.
Fairness	From our workplaces to our cities, we have a role to play in addressing injustices and promoting a culture of fairness.
Curiosity	We seek to discover new things about our cities and their people.
Care	We take care in producing work that is technically and intellectually rigorous.

## 2. Job description

We are looking for a team player who shares our passion for exploring and learning from the City to join us as an Associate Editor in The Urban Transcripts Journal. The Associate Editor will lead the development of one or more of the journal's sections and actively support the journal's technical work streams. You will be helping us connect and engage with contributors and readers from around the world while pursuing high quality publishing. This is an opportunity to gain valuable experience in editorial work, be part of a purpose-driven values-led team, and contribute to open-access publishing for a global community of researchers, practitioners, artists and activists.

### Overall objective

To lead the current operation and future development of one or more of the journal's sections and actively support the journals' technical work streams according to their interest and expertise.

### Duties and responsibilities

1. Identifying, reaching out, liaising and collaborating with potential contributors, towards publishing content for their allocated section(s).
2. Reviewing and editing content for their section(s) from submission to publication including: screening submissions, fact-checking, substantive line editing, copyediting and proofreading.
3. Working with colleagues across the journal team to coordinate, undertake and assign tasks throughout the submission-to-publication cycle.
4. Contribute to the development of internal content including editorials and calls for submissions, as well as in interviews and book reviews.
5. Support journal-wide work streams beyond content-related work, these include: social media and communications, marketing and fundraising, web design and typesetting (WordPress).
6. Other duties and responsibilities which may arise in order to achieve the overall objective.

### Key contacts

The Associate Editor will be reporting to the Editor-in-Chief and will be working closely with colleagues across the team.

### Workload

Workload is organised around the publishing cycle of the journal with busier periods closer to each issue's publishing date. It is estimated at an average of 5 hours per week.

### Location

The position is not office-bound. We are happy to have anyone from any corner of the world join our team. Team members are currently based in London, Berlin, Paris, Amsterdam, Athens, and Brussels.

### Remuneration

This is an unpaid position.

### 3. Person specification

This post will suit a creative individual with a curious and strategic mind who enjoys to connect and engage with people, their work, stories, and ideas.

#### Essential skills

1. A strong interest in issues and debates in relation to cities and urban development.
2. Ability to critically engage with a range of topics, perspectives, and disciplines.
3. An understanding and appreciation of the diversity of approaches through which various forms of knowledge are produced in different sociocultural contexts.
4. Excellent verbal, written and visual communication skills.
5. Strong organisational and project-planning skills.
6. Highly proactive attitude, willingness to take initiative.
7. Excellent networking and interpersonal skills, an understanding and valuing of different cultures, backgrounds, and work ethics.
8. Meticulous attention to detail.
9. Proficient in spoken and written English.

#### Desirable experience

10. Editorial and/or publishing work.
11. Web development experience.
12. Communication and/or fundraising experience.

### 4. Notes on applying

To apply for this post submit a cover letter accompanied by your CV at:

<https://forms.gle/RBhLDiA2FMZqE5qa9>

Deadline for the reception of applications:

**Monday 6 June 2022, 12.00 noon London time**

Interviews for shortlisted applicants will be held online 15-18 June 2022.

For further enquiries and/or an informal discussion about the role please contact Yiorgos Papamanousakis at [yiorgos@urbantranscripts.org](mailto:yiorgos@urbantranscripts.org).