

Assistant / Associate Editors, The Adams Papers

The Massachusetts Historical Society, the nation's oldest historical society, seeks up to 3 full-time assistant or associate editors to work with the Adams Papers editorial project. Since its establishment in 1954, the Adams Papers, a historical documentary edition, has published 60 print volumes and two digital editions of the diaries, letters, and other writings of the Adams family of Massachusetts. These multiyear grant-funded positions will advance work on the *Papers of John Adams*, one of the print series published by the project.

Overview: The assistant / associate editors' primary responsibilities will be to support work on the *Papers of John Adams* (PJA), focusing on Adams' retirement correspondence (April 1801 – July 1826). Duties include the selection and preparation of documents for publication, proofreading of manuscript transcriptions, research and annotation of historical documents and illustrations, along with indexing and book production tasks. The assistant/associate editor may also contribute to the planning or development of digital supplements for the series and project outreach efforts. Ideal qualifications for the position include a graduate degree in history or a closely related field, demonstrable knowledge of the early federal period, and some documentary editing experience. Differentiation between assistant / associate editor is based on experience and responsibility in assigned tasks. Applicants must be committed to learning and implementing Adams Papers styles and practices to create a final product that meets the high standards set by the project. The work requires extreme attention to detail and a desire to collaborate with coworkers on planning and problem solving.

Reporting Relationships: The positions report to the Series Editor.

Schedule and Work Location: These are full-time positions, primarily working during the Society's 35-hour workweek, Monday to Friday, approximately 8:00 AM–5:00 PM. These are hybrid positions that require a minimum of two days per week onsite at the MHS (1154 Boylston Street, Boston) and more when necessary to meet editorial or programming requirements. The ideal start date for two of the positions is July 2026; the third position could be deferred as late as January 2027. Grant funding supports work to 2030.

Major Responsibilities:

- Creating document calendars and control lists
- Selecting and verifying transcriptions of documents for publication
- Drafting annotation or related contextual essays to accompany published documents and illustrations
- Assisting with development of volume indexes
- Preparing frontmatter, endmatter, or ancillary content for print volumes or digital outputs
- Contributing to department and institutional public engagement efforts

Requirements

Education:

- MA (required) in history or related field
- PhD (preferred) in history or related field or equivalent related experience

Experience:

- Knowledge of the history of the early American republic

- Reading and interpreting handwritten historical documents
- Experience with varied historical writing outputs and a strong grasp of rules of grammar and usage (familiarity with *Chicago Manual of Style* a plus)
- Previous experience working in documentary editing (4+ years required for associate editor level)

Skills:

- Ability to engage in detailed work without sacrificing efficiency
- Capacity to execute multiple projects simultaneously
- Ability to collaborate and integrate constructive feedback
- Familiarity with book publishing, copyediting, or electronic text for web delivery (TEI-XML preferred)

Applicants invited for an interview may be asked to take a transcription test and/or submit a writing sample.

Application Procedure and Hiring Process:

Please submit a single PDF that includes 1) a cover letter; 2) a brief resume (2 pages max); 3) and three professional references to ap_job@masshist.org. Address materials to Dr. Sara Martin, Editor in Chief, The Adams Papers, Massachusetts Historical Society. Incomplete applications will not be considered. Review of applications will begin no later than 30 April.

The MHS will conduct a reference, education verification, and criminal background check for any finalist. All MHS employees must be resident in New England as a condition of employment. We are not able to sponsor visas.

Compensation and Benefits:

The salary range for assistant editor is \$62,000–\$68,000/year. The salary range for an associate editor is \$68,000–\$75,000/year. Salary depends on experience. The MHS offers grant-funded employees working 35+ hours/week competitive health, dental, and vision benefits, as well as 100% employer-funded life, short- and long-term disability insurance. A 403(b) retirement plan with Roth IRA options and a Safe Harbor employer contribution is also available. The MHS also offers generous paid time off.

Equal Opportunity Statement:

The MHS is an equal opportunity employer and welcomes applicants of all backgrounds, races, religions, ethnicities, genders, sexes, sexualities, abilities, and any other protected class under federal or Massachusetts law. Candidates in need of accommodation may contact Director of Human Resources Erika Barrie at erikabarrie@masshist.org or 617-646-0581 for further assistance.