Editorial Assistant, The Adams Papers, Massachusetts Historical Society (MHS)

**Purpose**
The editorial assistant contributes to the production and development of all Adams Papers publications. The Adams Papers is a historical documentary edition that publishes, in print and digital formats, the collected writings of the Adams family of Massachusetts. Editorial duties involve most aspects of production, from transcription through typesetting. The successful candidate must be dedicated to producing work that meets the high standards set by the Adams Papers. The work requires an extreme attention to detail and a desire to collaborate with coworkers on work plans, problem-solving, and delivering the final product.

**Reporting Relationship**
The editorial assistant reports to the editor in chief but will also be assigned tasks under the supervision of the series editors and/or the production editor.

**Schedule**
Regular business hours, 35 hours per week salaried schedule. Some hybrid work available, contingent on onsite needs, including technical needs, team consultations, and other departmental priorities

**Major Responsibilities**
- Transcribe and verify 18th- and 19th-century handwritten manuscripts
- Fact-check footnotes and other supplied historical context
- Proofread transcriptions and encode metadata in digital edition XML files
- Secure permission for the use of manuscripts and images
- Proofread electronic files and assist in the desktop publishing of volumes
- Coordinate reference question pipeline or other researcher assistance
- Assist with the revision and maintenance of the Online Adams Catalog
- Assist with administrative support, as needed
- Participate in all-staff or interdepartmental projects such as special events or exhibits and public engagement activities

**Qualifications**
- BA in American history or related field
- Ability to read 18th- and 19th-century handwritten manuscripts (A transcription test will be administered as part of the interview and hiring process.)
- Editorial experience (familiarity with style guides, desktop publishing software, or copyediting and production work)
- Familiarity with Microsoft Office suite (We use a Word-based template and Excel spreadsheets.)
- Desire to learn about historical editing and new technologies for publishing
- High-level organization and capacity to execute multiple projects simultaneously
- Ability to communicate effectively with colleagues and the public
Preferred Qualifications
- Graduate work in history; or coursework in library science or digital humanities
- Experience with XML, HTML, or other markup language (MHS uses oXygen software and the TEI tagset)
- Sincere and demonstrable interest in Massachusetts and/or American history

Application Procedure
Please send by email a single PDF that includes a cover letter, résumé, and the names of three professional references to Sara Martin, Editor in Chief, The Adams Papers, saram@masshist.org. Applications that do not comply with this process cannot be considered.

Applications will be reviewed on an ongoing basis, with a target hire date in late July 2023.

Compensation and Benefits
Annual Salary for this position is in the range of $45,000-$52,000 depending on experience. The MHS offers a generous benefits package including:
- Medical, dental, and life insurance
- Medical and dependent care flexible spending accounts
- Vacation starting at three weeks plus 12–14 holidays per year.
- Unlimited sick time
- Retirement benefits with an employer match of up to 4%
- Pre-tax commuter benefits and a monthly public transportation incentive
- Reciprocal entrance to local education and cultural institutions

Pre-Hire Requirements:
MHS requires proof of a vaccination and up-to-date boosters for COVID-19 for all employees.

As part of its offer process, MHS will conduct a reference and criminal background check for any finalist. We are not able to sponsor visas.

The Society is an equal opportunity employer.

The Massachusetts Historical Society is committed to recruiting and retaining a diverse workforce that is representative at all levels of the people we serve. Candidates of all backgrounds are welcomed and encouraged to apply.

We are committed to creating a workplace free from harassment and discrimination on the basis of race, color, ancestry, religious creed, gender identity and expression, national or ethnic origin, sex, sexual orientation, pregnancy, age, genetic information, disability, military or veteran status, or any other category protected by law (also known as membership in a "protected class").

Candidates in need of accommodation in the application process should reach out to our human resources department with inquiries.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.