

2006/2007 Search Timeline *for* Editor, Print and Electronic Publications

August 2006

- President appoints Search Committee: President, Council Liaison to Publications Board, Member at Large, Executive Director, and Director of Publishing.
- Search Committee holds conference call, drafts advertisement and marketing plan.

September 2006

- Ad published in *Archival Outlook*.
- Ad posted on SAA website.
- Ad posted on various lists.

November 2006

- Deadline for applications is Nov. 30.

December 2006

- Search Committee reviews applications and invites 3 applicants to interview via telephone in early January.

January 2007

- Search Committee conducts telephone interviews with 3 candidates, deliberates, and recommends unanimous first choice to Council.
- Council approves recommendation at its winter meeting.

February 2007

- Candidate accepts appointment.
- Executive Director executes three-year contract.
- New Editor is introduced to “*urbi et orbi*.”

March 2007

- New Editor chairs first Publications Board meeting!

BE A PART OF SAA'S DYNAMIC PUBLISHING TRADITION!

CALL FOR APPLICANTS: EDITOR, PRINT AND ELECTRONIC PUBLICATIONS

The Society of American Archivists announces the availability of the position of Editor, Print and Electronic Publications. SAA's robust publishing program has brought to readers more than 100 book titles in the past 30 years. The 15 titles published by SAA in the past 3 years include original research, advanced texts, fundamentals, readers, classics, and case studies. And there are more projects in the pipeline. As the book publishing program continues to evolve, SAA remains committed to providing its members and the archives profession with a comprehensive clearinghouse of information in print and electronic formats. SAA seeks an energetic individual to keep up the momentum and continue a dynamic publishing tradition.

The Editor, Print and Electronic Publications, is responsible for

- Setting a vision for the program and providing philosophical direction,
- Acquiring manuscripts,
- Maintaining a clear and transparent review process,
- Coordinating the "virtual clearinghouse," and
- Directing the work of the Publications Board.

The three-year term includes a stipend as well as additional funding for work-related travel and incidental expenses. The Editor reports directly to the SAA Council, and works with the Director of Publishing, who handles production and business matters.

Qualifications:

- Archivist or archival educator,
- Published author,
- Voracious reader of multidisciplinary professional literature,
- Knowledge of the publishing process in print and electronic formats,
- Excellent communication skills,
- Demonstrated leadership skills, and
- Ability to nurture authors, proposals, and board members.

Please send letter of interest and curriculum vitae no later than November 30, 2006, to:

PubsEditorSearch@archivists.org

OR

Publications Editor Search Committee
Society of American Archivists
527 South Wells Street, 5th Floor
Chicago, IL 60607

Questions about the position should be directed to Nancy Beaumont, SAA Executive Director, nbeaumont@archivists.org or 312/922-0140.