

# Position Announcement: Assistant Editors, *Kairos*

*Kairos: A Journal of Rhetoric, Technology, and Pedagogy* is hiring several Assistant Editors to help produce the bi-annual journal. The journal is the longest, continuously running scholarly multimedia journal in the world, and has been providing open-access research to readers in over 180 countries since it first published in 1996. The journal was one of the first scholarly publications to use open peer review (from its beginning) and offers a mentoring and supportive environment for both its authors and staff, reflective of the feminist critical pedagogy on which the academic discipline of digital writing studies was founded. Read more about the journal and its staff on its website: <http://kairos.technorhetoric.net>.

## Responsibilities

Assistant editors are responsible for collaboratively copy- and design-editing accepted webtexts, wiki entries, and, on occasion, video/podcasts for publication, with attention to style, accessibility, readability, and usability. *Kairos* uses a modified APA style and a specific technical style sheet that is provided to AEs during on-the-job training. The average expectation of time required is 1–2 hours per week, on average, with lots of downtime and a few spikes during production-intensive weeks. AEs are required to communicate via a variety of online media (Slack, email, wikis, video conferencing), depending on the task, and must meet strict deadlines that the Editor outlines at the beginning of each production cycle.

*Kairos* provides a strong mentoring and community-oriented virtual working environment for its volunteer staff. Assistant Editors are entry-level editorial positions (generally graduate students but anyone is welcome to apply) who primarily work on the PraxisWiki section of the journal to start. The main skill required of Assistant Editors is excellent and fastidious line-editing using a modified APA style in our wiki installation and occasional work transcribing audio and video files for accessibility and preservation purposes.

After a two-year initial commitment, AEs may be promoted to Associate Editors who work on webtexts in other sections of the journal. To be promoted to Associate Editor, AEs need to demonstrate knowledge in using SFTP and editing in HTML/CSS, at a minimum--skills that the journal staff doesn't generally teach on-the-job, but that AEs would get exposure to on occasion. Our goal with all *Kairos* staff is to promote from within whenever possible, and we have created pipelines for doing so over the years that have proven very successful with staff who are self-learners.

## Required Qualifications

- Excellent attention to detail

- Ability to communicate in online spaces with frequency and transparency
- Excellent copy-editing skills, specifically in APA style
- Ability to collaborate with co-editors to complete tasks on time
- Initiative to learn new technologies and programs, as needed for editorial purposes
- Knowledge of scholarly, pedagogical fields related to digital writing studies

## Preferred Qualifications

- Experience with wiki mark-up
- Accessibility and usability experience in online environments
- Prior editorial experience with a (digital or analog) scholarly journal or peer-review systems preferred, or a willingness to learn quickly

Candidates who have a research and/or pedagogical agenda related to this position's responsibilities would be a big bonus, but that qualification is not required. Research and teaching based on your *Kairos* work is encouraged.

## Benefits

These positions are volunteer/unpaid. However, the benefits of working for *Kairos* are numerous and include scholarly/professional editing experience in a digital environment, working closely with scholars in the field (through contact with editors and authors), creating a network of friends and colleagues who meet at conferences, being the first to see the most up-to-date scholarship, and gratitude/recognition by your peers. In addition, *Kairos* staff members enjoy a vita line, recommendation letter for their portfolios, and free beverages at major conferences.

## How To Apply

Applications are due **May 1, 2020**. Applicants who appear to meet the minimum qualifications will be invited to take a copy-editing test. The position starts August 1, 2020. To be considered, please send the following materials to Kairos Editors Douglas Eyman and Cheryl Ball at [s2ceball@gmail.com](mailto:s2ceball@gmail.com) and [eymand@gmail.com](mailto:eymand@gmail.com) [Subject line: Assistant Editor application: Full Name]:

- An in-email letter of application that describes your qualifications for the position (2-3 paragraphs, more or less). Please include links to relevant examples of your qualifications, if not on your CV already.
- An abbreviated C.V. that includes relevant qualifications (as an attached document or embedded link).
- The name, email address, and title/affiliation-to-you of a person willing to recommend you for the position.

