The Design History Society wishes to invite individuals who can make a distinctive and
dynamic contribution to the development of design history to apply to join the Editorial
Board of the *Journal of Design History*. The *Journal*, which is published by Oxford
University Press in partnership with the Society, is the pre-eminent journal in its field
and works to extend the international and interdisciplinary significance of the subject.

The Board is responsible, through its Chair, to the Society for the operation of the
*Journal* within terms of reference which are regularly reviewed. In addition to refereeing a cross section of papers submitted through the *Journal*’s web-based manuscript
management system, each member of the Board plays a leading role with certain sub-
missions, considering referee reports to produce recommendations for the Board, and liaising with the authors about revisions. In addition, each editor develops particular responsibilities for special features, special issues or other aspects of the *Journal*’s work. Editorial Board members should expect to devote at least two days per month to the *Journal*, including meetings which take place twice a year, once in London and once at the DHS Annual Conference.

Appointment to the Board is for a five year term of office. Those appointed will enjoy
a gratis membership of the Society and may be based anywhere in the world provided
they have regular internet access. Relevant expenses are reimbursed, but there is no
remuneration.

In making its selection, the Committee will consider the extent to which each candidate
meets the person specification, as well as the balance of subject expertise and skills of
the Board as a whole. Appointments may be deferred to take balance of expertise on
the Board into account. At the present time applications are sought across the full the-
matic, geographical and period range of design history, and are also welcome from
those in closely related disciplines. Previous applicants are very welcome to re-apply as
the expertise most needed by the journal is regularly reviewed.

Job and person descriptions are available from the Secretary of the Design History
Society, Charlotte Nicklaus (charlottenicklas@hotmail.com). Applications should be by
letter outlining the candidate’s suitability and a *curriculum vitae*, including a list of rele-
vant publications. The Chair of the Editorial Board, Cheryl Buckley (cheryl.buckley@
unn.ac.uk) will be happy to discuss the duties and responsibilities of Board members
informally with potential applicants.

The deadline for applications is 30 June 2012. Please email your applications to cheryl.
buckley@unn.ac.uk and charlottenicklas@hotmail.com.

**Editorial Board Member: Job Description**

A member of the Editorial Board (an Editor) has the following responsibilities and duties:

- attending meetings of the Board twice a year, once in London and once at the DHS
  Annual Conference, and such virtual meetings as may be arranged at other times.
- when assigned responsibility for a submission, arranging the reviewing process,
  evaluating the results, making a written recommendation to the Board, and under-
  taking editorial work as necessary
providing reviews, when invited, of papers submitted for consideration
• bringing to the attention of the Board potential contributors, and acting as a source of advice to authors
• when assigned editor of a paper which has been conditionally accepted, liaising with the author(s) to oversee revisions and preparation for publication
• undertaking such special responsibilities or initiatives as may be agreed by the Board, e.g. for reviews or other sections, special issues, or thematic development in an interdisciplinary and international context.
• liaising with the Chair, Managing Editor and Reviews Editor to ensure the efficient conduct of the business of the Editorial Board Reasonable expenses for approved travel to meetings and other occasions where the editor is conducting the work of the Journal will be reimbursed but there is no stipend or honorarium paid to editors

This position will require a commitment of at least 2 days per month. The normal term of office will be five years from September 2012, which may be extended for up to a further two years by agreement to achieve optimal continuity and balance of expertise in the Board.

Editorial Board Member: Person Specification

The successful applicant will:

• have a proven record of research and scholarship relevant to the field of design history and related professions, e.g. design and design education, curatorship and collections management
• have experience of editorial revision for publication, including being able to communicate effectively and tactfully with contributors about desirable revisions
• be willing and able to participate in a collaborative editorial process, including the nomination of reviewers and the drafting of recommendations based on peer review
• be, or be willing, to become a member of the Design History Society
• be able to propose and undertake significant initiatives to which impact on the subject through extending the authorship and readership of the Journal
• have regular access to a networked computer, as the editorial process is managed in a web-based system
• possess high organisational and communication skills and be well networked in the subject.

Editorial Board members may reside anywhere in the world from where travel to London and DHS conference venues is practicable. While employment in an institution of Higher Education or a museum may be relevant, this is not a requirement. A good reading knowledge of languages other than English would be an advantage.

If you are interested, please e-mail your application (letter of intent and c.v.) to Chair of the Editorial Board and DHS Secretary by 30 June 2012 cheryl.buckley@unn.ac.uk and charlottenicklas@hotmail.com. Previous applicants are very welcome to re-apply as the expertise most needed by the Journal is regularly reviewed.