



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Editorial Assistant, International Medieval Bibliography

Faculty of Arts, Humanities and Cultures



**Salary: Grade 5 (£25,745 - £29,605 p.a. pro rata)**

**Reference: AHCHI1062**

**50% FTE, fixed-term until 30/06/2028 to complete a specific task or time limited work**

**We will consider flexible working arrangements**

## **Editorial Assistant, International Medieval Bibliography, School of History, Faculty of Arts, Humanities and Cultures (0.5 FTE)**

**Are you looking for a challenging role which enables you to work within an editorial team? Do you have excellent attention to detail and strong IT skills?**

As a member of the International Medieval Bibliography (IMB) team you will produce and edit bibliographic records relating to publications on Medieval Studies, working closely with the IMB Director and Project Editor.

You will have a broad, multidisciplinary knowledge of the European Middle Ages (300-1500). You will have good proofreading skills and will be able to assimilate, copy and edit information quickly and accurately.

### **What does the role entail?**

As IMB Editorial Assistant your main duties will include:

- Creating bibliographical records using an online relational database, relating to relevant publications in diverse areas of Medieval Studies identified by the IMB team. This will include: accurately recording basic bibliographical data in the correct format; assigning classification and indexing (disciplinary categories and keywords) from authority lists (thesaurus); and (where appropriate) writing a short explanation (1-2 sentences) to clarify the scope of each article or book.
- Editing contributors' records in English and other European languages as appropriate
- Proofreading and correcting designated sections of the printed IMB, as well as making corrections in the database
- Maintaining an overview of new miscellanies published in the field of Medieval Studies and liaising with publishers to gain access to review copies
- Editing historic bibliographical records and/or sections of the authority lists
- To manage time and workload effectively
- The ability to work autonomously, take the initiative and to be self-directed in undertaking tasks
- Participating in relevant training





These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post. Some of the duties may be done remotely, but the position will require a regular presence in the IMB Office.

### **What will you bring to the role?**

As an IMB Editorial Assistant you will have:

- A first degree with a strong medieval component
- Broad knowledge of the European Middle Ages (300-1500)
- Strong IT skills, with the ability to assimilate and copy information quickly and accurately
- Experience of editorial work, including editing and proofreading
- Excellent written communication skills, with the ability to analyse and articulate complex information in a concise manner
- Excellent interpersonal skills, with the ability to work flexibly and effectively; prioritise tasks and work independently with the ability to assess when to seek support from team members
- Reading knowledge of a modern European language other than English

You may also have:

- Reading knowledge of additional modern language(s)
- A higher degree (MA, MPhil, PhD) on a medieval subject
- Experience in using relational databases
- Publications on relevant subjects
- Knowledge of key reference resources in Medieval Studies

### **How to apply**

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by **23.59** (UK time).

You should submit a clear, evidenced explanation of how you address each criterion listed under '**What will you bring to the role?**' in the online application portal. No further documents (e.g. a cover letter or sample of written work) are required.



## Contact information

To explore the post further or for any queries you may have, please contact:

### **Professor Alan Murray, IMB Editorial Director**

Email: [A.V.Murray@leeds.ac.uk](mailto:A.V.Murray@leeds.ac.uk)

Or

### **Dr Melanie Brunner, IMB Project Editor**

Email: [M.Brunner@leeds.ac.uk](mailto:M.Brunner@leeds.ac.uk)

## Additional information

The School of History, which includes the Institute for Medieval Studies, has over forty members of academic staff, working across a wide range of chronological, geographical, and thematic specialisms. We are committed to providing an inclusive experience for both students and staff, diversifying our curriculum, and improving representation in all areas of our activity. The School of History has a strong track record in Medieval Studies, including a lively research culture via its international Institute for Medieval Studies seminar series, the International Medieval Congress, and its significant cohort of Medieval Studies PGRs.

Find out more about our [School](#).

## Our commitment to inclusion

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the School of History, we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.



## **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## **Working at Leeds**

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

## **Criminal record information**

A criminal record check is not required for this position; however, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

