Position Announcement: Book Review Editor, the Journal Quaker History

The Friends Historical Association (FHA) recognizes that the Quaker narrative of the future will be dramatically different from the Quaker narrative of the past. FHA seeks a Book Review Editor for its journal *Quaker History* who will help the journal build on the past while charting a new path forward. We seek applications from scholars who are active in the field of Quaker studies broadly defined to include material culture, anthropology, literature, religion, area, regional, and international studies, museum studies, and public and social history. And we welcome applications from scholars working at the intersection of Quakerism and social justice.

The Book Review Editor is responsible for selecting, requesting, receiving, and distributing books for review; identifying and recruiting reviewers; and editing, proofreading, assembling, and arranging reviews and review essays for each journal issue. We currently run three to four book reviews per issue, but hope to increase this in the future, and to begin to include review essays.

About Friends Historical Association:

The Friends Historical Association is devoted to the study, preservation and publication of material relating to the history of the Religious Society of Friends (Quakers). Founded in Philadelphia in 1873, FHA has become an organization that is international in membership and interests and which anyone, Friend or not, is invited to join. The Annual Meeting in the Fall, and a historical pilgrimage in the Spring to an area associated with the history of Quakerism are important activities of the Association. The Association publishes the American journal *Quaker History*.

About *Quaker History*:

*Quaker History* is the official journal of the Friends Historical Association. Published semi-annually in the Fall and Spring, *Quaker History* consists of articles on all aspects of the history of the Religious Society of Friends (Quakers). The journal also contains reviews of current scholarship and an annual annotated bibliography of new publications. In addition to its print run, *Quaker History* is available online through JSTOR and Project Muse.
Honoraria of $1,000 per issue. The position will be renewable on a yearly basis upon agreement by both parties.

**Duties and responsibilities:**

- Upholds the mission and scope of the journal
- Remains current with new publications, and with established and emerging authors in the field
- Manages the process of commissioning and editing reviews of books relevant to mission and scope of the journal
- Consults with the journal’s Editor

**Qualifications:**

- Experience and knowledge in the field of Quaker history
- Experience in conducting research and writing historical narratives
- Editing experience in publishing or journalism
- Ability to quickly edit articles for content, grammar, and style and to work with writers to ensure content meets high editorial standards
- Experience with academic style manuals
- Excellent oral and written communications skills
- Technical capacity to work in an electronic environment
- Self-motivation
- Ability to delegate
- Strong organizational skills
- Ability to set and meet firm deadlines
- Strong interpersonal skills and the ability to work in a team environment

**Application procedures:**

Please send the following documents via email in Word or PDF format to John Anderies, chair of the Quaker History editorial search committee: janderie@gmail.com:

1. Cover letter outlining the qualifications, experience, and skills you possess to do this job
2. Copy of your resume
3. Names, addresses, phone numbers, and email addresses of two professional references

**Deadline:**

September 4, 2020