

# Editor of the *Journal of Film Preservation*

FIAF is seeking a new Editor for its *Journal of Film Preservation (JFP)*, which is published twice a year – generally in April and October. Articles and reviews can be submitted in English, French, or Spanish, though the majority of the texts received are in English. Each full article is accompanied by short summaries in the two other languages. The *JFP* is published both electronically (currently via the platform [Calameo](#)) and in print.

The Editor of the *Journal of Film Preservation* is responsible for the editorial content of the *Journal*. S/he works in close collaboration with FIAF's Senior Administrator, who is the *JFP*'s Executive Publisher, as well as with the *Journal*'s graphic designer and with FIAF's editorial assistant. The Editor can also rely on the support of the Editorial Board when required, and on FIAF's specialized commissions for advice on technical topics.

The Editor's work is fairly continuous throughout the year, especially in terms of correspondence and preparation. While the bulk of the editorial work takes place in the two to three months preceding the publication of each issue (January-March and July-September), preparation for the next issue starts long before the current one has been published. Although it is not a full-time job, a minimum availability is required throughout the year (roughly estimated at an average of one day a week, with significant variations according to the *JFP*'s production calendar).

Candidates must understand that the remuneration for this position (3.000 EURO per issue on a freelance basis) is not commensurate with the amount or demands of the work involved, so the *JFP* Editor must have a special interest and belief in FIAF and the *JFP*, and in the production of knowledge and debates about the past and future of the medium of the moving image.

## Responsibilities and Duties

The Editor's responsibilities and tasks are as follows:

- Commissioning articles for the four main sections of the *Journal* (Open Forum, History, Archives at Work, and Reviews) and assessing the proposals or articles submitted, in consultation with the Executive Publisher and Editorial Board when appropriate
- Creating and maintaining a master table (spreadsheet) with an outline of the content of the issue (title of each text, author's name, expected and real number of words, summaries and illustrations submitted, etc.)
- Sending prospective authors guidelines and specific requirements for their text (i.e., number of words and copy date, as well as submission of a summary, a short biography, and illustrations with captions and [cleared] credits)
- Arranging for copies (of books, DVDs, etc.) to be sent to authors of reviews and asking the publishers for illustrations for these reviews (cover and other images)
- Sending authors reminders ahead of the agreed deadlines, negotiating an extension of the deadline if required and when possible
- Negotiating revised lengths (if required and where space permits) for articles or reviews
- Adding texts, upon their receipt, to a shared drive accessible to the Executive Publisher, the graphic designer, and other members of FIAF office staff

- Checking that image files, once received, are adequate for publication; if unsure, involving the Executive Publisher and the graphic designer
- Editing the texts (improving the structure, flow, and logic, and/or cutting if necessary)
- Liaising with authors, especially about major revisions since the articles are going out under their names, and corresponding with them about any questions raised by the Editor or the author
- Copy-editing the texts (checking for accuracy and consistency as well as identifying and fixing errors in grammar, spelling, syntax, and punctuation)
- Organizing the proofreading of the articles prior to finalization
- Editing the summaries received and arranging for their translation into the other two FIAF languages, as well as writing or commissioning any missing summaries
- Holding regular (online) meetings with the Executive Publisher (once a week in the weeks preceding the publication of each issue)
- Creating and maintaining stylistic guidelines specific to the *JFP*
- Liaising with the graphic designer and providing specific instructions for each article before integration of texts and images into the layout
- Advising the graphic designer on selection and placing of illustrations submitted by authors
- Checking the first proof PDF file once it has been created by the graphic designer, examining it thoroughly and suggesting corrections and modifications via notes directly in the PDF; subsequently checking every new version of the proof created by the designer
- Approving the final proof to be sent to the printer, in conjunction with the Executive Publisher
- Providing the FIAF Secretariat with a current physical address for each author to which their complimentary print copies should be sent
- Writing an Editorial Report to the FIAF Executive Committee before every EC meeting (twice a year) and a similar brief report for the *JFP* section of each issue of the *FIAF Bulletin Online* (twice a year)
- Arranging at least one (in-person or online) meeting of the Editorial Board a year, and more if required

## Qualifications and Skills

### Essential

- The vast majority of *JFP* articles are in English. The *JFP* Editor must therefore not only be a native or fully fluent English speaker, but also have a proven record of excellent writing skills in this language
- A perfectionist's eye for detail
- Top-level copy editing and proofreading skills (grammar, punctuation, and phrasing, covering every minute detail from the texts and footnotes to captions), in English in particular
- The ability to style contributors' English texts, while, as far as possible, keeping each author's own sense and style
- Good knowledge of the major British and American English style guides
- The ability to work to deadlines under pressure, from commissioning right up to the very last stage of the layout
- Diplomacy, tact, and discretion

- A wide knowledge of film history and all aspects of the archiving field—film preservation, restoration, documentation, access, etc.—and familiarity with FIAF and the FIAF network
- The ability and willingness to travel to major events in the field (FIAF Congresses, major film heritage festivals, etc.), as well as to stay informed of the latest developments in the field in other ways
- Greater availability at certain times of the *JFP* calendar (i.e., January–March and August–October)

#### Desirable

- Good knowledge of written French and/or Spanish
- Knowledge of style guides in French and Spanish

#### **Recruitment process**

Should you be interested in applying for this position, please email your CV (highlighting in particular your editorial experience) and a covering letter to the *JFP*'s Executive Publisher Christophe Dupin ([c.dupin@fiafnet.org](mailto:c.dupin@fiafnet.org)) by **Wednesday 15 May 2024**.

We will let you know by **Wednesday 22 May 2024** if we have decided to invite you for an interview and possible tests.

We intend to have the new *JFP* Editor in place by July 2024. The first issue the Editor will be expected to contribute to is No.111 (October 2024), even though work on that issue is already well under way.

If you have any further questions about this recruitment process or the position, please don't hesitate to contact Christophe Dupin at [c.dupin@fiafnet.org](mailto:c.dupin@fiafnet.org).