



## THE AMERICAN SCHOOL OF CLASSICAL STUDIES AT ATHENS

54 SOUIDIAS STREET, GR-106 76 ATHENS GREECE TELEPHONE: 011-30-213-000-2400 FAX: 011-30-210-725-0584

6-8 CHARLTON STREET, PRINCETON, NJ 08540-5232 TELEPHONE: 609-683-0800 FAX: 609-924-0578

### **DIRECTOR OF PUBLICATIONS** **Deadline: October 31**

Director of Publications, American School of Classical Studies at Athens (ASCSA), Princeton, New Jersey

The primary responsibilities of the Director of Publications include the overall direction and management of the Publications Office; overseeing the assignments of the editorial staff and freelance editors and designers; working with excavation directors and authors to develop and produce assigned monographs; coordinating the review process for all submitted manuscripts; collaborating with the Editor of *Hesperia*; overseeing marketing and distribution; negotiating financial arrangements with printers and fulfillment agencies; investigating alternative sources of funding for publications; and exploring and developing new avenues--digital or other--for American School publications.

The Director is also expected to oversee staff in the Publications Office; write regularly scheduled performance reviews; create and administer an annual departmental budget; prepare regular reports for the ASCSA Managing Committee, Board of Trustees, and Committee on Publications; and maintain and expand the ASCSA Publications web page. The Director works closely with the chair of the Committee on Publications and reports to the chair of the Managing Committee.

Requirements: BA degree, with an advanced degree preferred; at least five years managerial experience in a publishing environment; background in classical archaeology, Classics, ancient art, or a related field preferred; and demonstrated knowledge of digital publishing and current trends in scholarly communication.

Alongside archaeological exploration, teaching, and research, publication is one of the core ASCSA missions. Since its founding in 1881, the ASCSA has published almost 250 books. These include major reports and studies on material culture recovered during excavations at the Athenian Agora, Ancient Corinth, and other sites that are essential reference works for all scholars of the ancient world. Since 1932, the ASCSA has also published the award-winning quarterly journal *Hesperia*, one of the leading periodicals in the field. The increasingly digital nature of scholarship is transforming the nature of publication in this field, and the Director of Publications contributes to institution-wide initiatives to support new modes of scholarly communication.

The position is full-time, beginning as soon as is mutually convenient. Excellent benefits, pleasant working conditions in the Princeton, New Jersey Publications Office, occasional travel to Greece, and salary commensurate with experience. Cover letter and *curriculum vitae* submitted online at: <https://ascsa.wufoo.com/forms/ascsa-director-of-publications-application/>. Arrange for two letters of recommendation to be sent to [application@ascsa.org](mailto:application@ascsa.org).

Professor Lynn Roller  
Chair, Search Committee for the Director of Publications  
American School of Classical Studies at Athens  
6-8 Charlton Street  
Princeton, NJ 08540