Director of Research and Publications-American Historical Association

The director of research and publications oversees the Association’s research initiatives and provides leadership for the AHA’s publications program, including Perspectives on History (print and online), the Association’s booklet series, and various web-based publications such as bibliographies and teaching resources. The director also organizes the work of the Research Division of the Association’s governing Council, represents the AHA in research-related professional environments, collaborates with the executive director to plan and conceptualize research projects, and leads the implementation of such projects. The director of research and publications reports to the executive director.

PRIMARY RESPONSIBILITIES/ESSENTIAL FUNCTIONS:
- Oversee all AHA publications (except the American Historical Review):
  - Includes Perspectives on History, Perspectives Daily, booklets, and digital publications
- Manage a current staff of three people, supplemented by off-site consultants
- Help to plan and organize the work of the AHA Council Research Division
- Represent the AHA at State Department, National Archives and Records Administration, and other venues relevant to the research activities of historians
- Serve as liaison with the American Historical Review and Oxford University Press on issues relating to publication processes
- Provide budget and financial oversight of all publications-related activity other than the American Historical Review
- Work with executive director and the AHA senior management team to advance organizational objectives in a timely, efficient, and effective manner.

REQUIRED QUALIFICATIONS/KEY ATTRIBUTES/EXPERIENCE:
- Doctoral degree in history

https://www.aaihs.org/resources/af-am-job-openings/
• Administrative experience, including staff supervision
• Record of publication, including peer-reviewed venues
• Experience in workplaces with significant activity involving multiplatform historical publication/presentation, diverse staff and constituencies, and public visibility
• Familiarity with a variety of digital media (blogs, podcasts, or digital exhibitions), especially as it relates to historical research and publications
• Familiarity with higher education and an understanding of the various environments in which historians work
• Commitment to working collaboratively with staff, the AHA governing Council, and other partners to promote the historical discipline and the work of the Association. The successful candidate will have the proven ability to build internal and external relationships with flexibility, finesse, and good judgment.
• Research experience in archives, research libraries, or comparable environments
• Clear, graceful, and effective written and oral communication skills, with experience writing for a range of audiences
• Well-organized with the ability to manage multiple responsibilities and projects both collaboratively and independently
• High standards for historical scholarship
• Quantitative literacy
• Legal right to work in the United States

PREFERRED BUT NOT REQUIRED
• Editorial experience
• Experience as peer reviewer
• Familiarity and experience with applying for and administering grant-funded projects
• Familiarity with research environments relating to the work of public historians
• Familiarity with work of humanities centers

SALARY/BENEFITS: Salary negotiable based on qualifications. Benefits package includes competitive medical and life insurance and a qualified pension plan.

FLSA STATUS: Exempt

LOCATION: Washington, D.C. office, with some travel

DATE POSTED: August 17, 2020. Review of applications will begin September 7, 2020, and will continue until position is filled.

APPLICATION: Upload an Application Packet as a single PDF. Include a cover letter, CV or resume, a brief writing sample of no more than 2 pages, and a list of three references with contact information. All finalists will be asked to complete a 24-hour writing assignment.

https://www.aaihs.org/resources/af-am-job-openings/
To apply, log into your MY AHA account at historians.org/myaha; click “Available Application Forms” in the AHA Awards, Grants, and Jobs section; and select the "Director of Research and Publications" link. If you don't have an account, create one for free at historians.org/createaccount.

Questions regarding AHA or the search should be sent to aha@historians.org.