



## **Assistant Editor, Scribe Magazine Part Time**

Work Remotely

**Announcement Number: ARCE/21-05**

**Issue Date: July 08, 2021**

**Closing Date: August 08, 2021**

# The Mission and Organization

The American Research Center in Egypt (ARCE) is a private nonprofit organization whose mission is “to support research on all aspects of Egyptian history and culture, foster a broader knowledge about Egypt among the general public, and strengthen American-Egyptian cultural ties.”

ARCE was founded in 1948 by a consortium of American academic and cultural institutions and scholars to promote greater knowledge of Egypt and the Middle East and to facilitate the work of American scholars conducting research in Egypt. Today ARCE continues the work for which it was founded and further plays an active role collaborating with Egypt’s Ministry of Antiquities. It sponsors training courses and activities in Egypt and conducts conservation projects that span the temporal and cultural range of the country’s vast heritage (from prehistory to modern times, from archaeological sites and monuments to museum objects to texts). ARCE also undertakes significant outreach activities within the United States focused on raising awareness of and interest in Egypt among the general public.

## A Leader in Egyptian Academic Research

ARCE is a membership organization composed of both institutional members (Research Supporting Members or RSMs) and individual members. The RSMs comprise virtually all of the major North American academic and cultural institutions with research interests in Egypt and include some of the most prestigious private and public academic and cultural institutions.

ARCE has developed from a small academic and scholarly organization into a complex and culturally significant institution with permanent facilities in both Cairo and the U.S. The Cairo office includes a specialist library on Egypt utilized by scholars and students as well as ARCE members. Programs developed with resources from the United States Agency for International Development have resulted in over 75 completed projects of monument conservation. Specialized training of well over 750 Egyptian archaeologists and conservators will contribute toward the future preservation of Egypt’s cultural heritage.



# ARCE's Activities and Programs

ARCE's activities and programs take place in both the United States and Egypt. U.S. activities focus on an annual scholarly meeting, informational and promotional tours, chapter events, and related activities. Egypt is the primary focus of ARCE's core work, which centers around three crucial, inter-related axes: *Preserving World Heritage*; *Educating the Next Generation of Scholars*; and *Excavating and Conserving Ancient Sites and Monuments*.

## Preserving World Heritage

ARCE's broad work in Egypt includes conservation of culturally significant sites, monuments, architecture, artworks, religious inscriptions, texts, and artifacts representing thousands of years of Egypt's cultural achievement. Through its Antiquities Endowment Fund, for example, ARCE has supported the preservation of early mud brick monumental architecture at Abydos, the palace at Malqata (western Thebes) built by Amenhotep III of Dynasty 18, the unique Coptic frescoes and monuments of the Red Monastery, and the Hisn al-Bab. Likewise, it has supported the conservation and documentation of Egyptian coffins and a Theban tomb field school for the tomb's epigraphic, photographic, and artifact recording.

## Educating the Next Generation of Scholars

ARCE's fellowships allow U.S. scholars to do important research in Egypt. Over the course of five decades, fellowships have benefited over 650 scholars whose research interests spanned the entirety of Egypt's history and culture. ARCE's Field School training projects create a new generation of Egyptian archaeologists and conservators, as well. In June 2013, ARCE ran its first field school organized and run completely by Egyptians and taught in Arabic. Those leading the training were themselves former graduates of ARCE field schools.

## Excavating and Conserving Ancient Sites and Monuments

ARCE facilitates the fieldwork activities of its Research Supporting Members and interfaces with the Ministry of Antiquities on their behalf. ARCE's RSMs undertake a wide variety of archaeological activities, including survey, excavation, conservation, and site management. Current RSMs operate archaeological projects all over Egypt, focused mainly but not exclusively on prehistoric, pharaonic, and Graeco-Roman sites. ARCE-affiliated projects include archaeological work at the Giza Pyramids, South Abydos, Luxor, Tell Gabbara in the Delta, Tell Edfu in Upper Egypt, and the Red Monastery Project in Sohag.



## The Candidate

Scribe is ARCE's bi-annual membership magazine which features fieldwork enabled by the organization along with its own academic programs and field projects. The Assistant Editor of Scribe Magazine will be responsible for content production, editorial assistance and coordination with ARCE staff, external partners and vendors to ensure timely delivery of the bi-annual magazine.

### Essential Qualifications

- ❖ Bachelor's degree in communications, journalism, or related field.
- ❖ Experience in editing and publishing.
- ❖ Excellent and native level English writing and proofreading skills.
- ❖ Strong working knowledge of publishing tools such as MS Office and InDesign.
- ❖ Highly motivated with the ability to work independently. Ability to conduct self-directed research, and conduct interviews by phone, email, or in-person.
- ❖ Familiarity with Egyptian heritage and/or history is preferred.
- ❖ Great critical thinking, problem-solving, and time management skills. Ability to strictly adhere to deadlines.
- ❖ Respect the diversity of persons encountered in the daily work.

## The Responsibilities

- ❖ Develop content, in coordination with the Editor-in-Chief for the biannual publications of Scribe magazine.
- ❖ Author and contribute to feature articles and short write ups for the magazine's news, updates, and backfill sections.
- ❖ Conduct research, when necessary to author feature articles.
- ❖ Conduct interviews as necessary, or when directed to enrich written content.
- ❖ Curate/procure accompanying images and their captions, when necessary for self-authored feature articles and short write up's.
- ❖ Assist the editor-in-chief in editing and proofreading all written content for the magazine, including feature articles, short write ups (news, backfill, letters), captions, titles, and bylines.
- ❖ Assist in maintaining style and editorial consistency in line with the Scribe Style Guide.
- ❖ Participate in all scheduled pre-production review periods to conduct written and visual content quality control .
- ❖ Coordinate with ARCE staff, external partners, or external vendors to ensure the timely delivery of content or deliverables, where directed.



## Assistant Editor, Scribe Magazine Work Remotely

**How to Apply:** To ensure consideration for this employment opportunity, applicants must reference the Announcement Number and Job Title in the subject line of an email in the following manner: ARCE/21-05, Assistant Editor, Scribe Magazine to be emailed to [Recruitment@ARCE.org](mailto:Recruitment@ARCE.org). The application package should include an up-to-date CV, letter of interest, and copies of educational certifications (e.g. university transcripts, diplomas, certificates, etc.). Employment Reference letters are optional.

**Reporting Relationship:** This position reports to the Scribe Editor-in-Chief

**Eligibility for consideration:** BA is the minimum education qualification required. Experience in editing and publishing is desired.

**Closing date for application to be considered is: August 08, 2021**

Only short-listed applicants will be contacted.

Questions regarding the vacancy may be emailed to [recruitment@arce.org](mailto:recruitment@arce.org)

The American Research Center in Egypt is an Equal Opportunity Employer and is seeking a diverse slate of qualified candidates for formal consideration.