



## New Editorial Positions at *Buildings & Cities* Journal

*Buildings & Cities* journal is seeking 2 new Associate Editors to join our outstanding editorial team and to support the journal's mission: a **Book Reviews Editor** and a **Podcast Producer**.

### **Book Reviews Editor**

The Book Reviews Editor handles our book reviews process of commissioning and editing ca 15+ book reviews per year. The commitment for the role is 3 hours per week. The Associate Editor will work in close cooperation with other B&C Editors.

The **Book Reviews Editor** post entails (1) developing an understanding of the publishing landscape for books focusing on the built environment and using this to identify recently published books for potential review, (2) assessing the suitability of different books for review, (3) identifying and approaching potential book reviewers, (4) coordinating between reviewers and publishers to organise the delivery of books for review, (5) commenting on and supporting the development of draft book reviews (6) editing the text, (7) finalising book reviews for publication in the [Reviews](#) section of the *Buildings & Cities* website.

### **Selection Criteria**

- A strong understanding of the range of built environment research issues
- Research experience (PhD or equivalent)
- Academic writing and publication experience
- Ability to synthesize information succinctly and clearly
- Excellent communication skills
- Excellent teamworking abilities & willingness to contribute to collaborative decision-making processes
- Web authoring skills (desirable)
- Editing experience (desirable)

### **How to Apply**

Please submit (1) a CV, (2) a cover letter highlighting your relevant experience and skills, (3) two relevant samples of your writing aimed at engagement with different audiences or editing experience (4) two references to: [info@buildingsandcities.org](mailto:info@buildingsandcities.org)

### **Closing date: 16 December 2022.**

Shortlisted applicants will be asked to make a short 10-minute presentation about their strategy and skills for the journal and the role and to critique a draft text.

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## **Podcast Producer**

The Podcast Producer will develop and deliver a new series of podcasts. In 2023, the theme is “An Influential Book” which provides an opportunity to reflect on significant built environment books over the past 50+ years. The commitment for the role is 3 hours per week. The Podcast Producer will work in close cooperation with other B&C Editors and an external audio engineer.

**The Podcast Producer** post entails managing the process of creating a series of six 15-20 minute podcasts per year that typically will involve a host and two speakers (1) creating a clear identity for the podcast series (2) identifying suitable topics and speakers (3) creating clear briefing notes for speakers (4) providing strong logistical support and technical coordination including file management (5) overseeing and managing the technical elements to ensure high audio quality (6) coordinating the post-production process and providing direction for the edit of the audio material into a finished version (7) asset management: distribution of the podcasts.

### **Selection Criteria**

- Excellent management, coordination & logistical skills
- A strong understanding of the range of built environment research issues
- Editing and proofreading skills
- Ability to synthesize information succinctly and clearly
- Excellent communication skills
- Excellent teamworking abilities & willingness to contribute to collaborative decision-making processes
- Research experience (PhD or equivalent)
- Willingness to learn and use a variety of editing software products and platforms
- Podcast / audio editing skills (desirable)

### **How to Apply**

Please submit (1) a CV, (2) a cover letter highlighting your relevant experience and skills, (3) two relevant samples of media engagement with different audiences or podcasts / videos that you have helped to create (4) two references to: [info@buildingsandcities.org](mailto:info@buildingsandcities.org)

**Closing date: 16 December 2022**

Shortlisted applicants will be asked to make a short 10-minute presentation about their strategy and skills for the journal.

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## **About Us**

*Buildings & Cities* is an independent and not-for-profit journal. It has rapidly established itself as a cutting-edge home for quality research on the built environment. In addition to being a peer-review journal, we provide an intellectual space for engagement between researchers, practitioners and policy makers. Our actions are underpinned by our values and commitments found in our [Key Principles \(https://bit.ly/3sEXwKN\)](https://bit.ly/3sEXwKN). The scope of the journal is defined in our [Aims & Scope \(https://bit.ly/3n0mlz\)](https://bit.ly/3n0mlz).

*Buildings & Cities* is a highly dynamic, transdisciplinary built environment journal. It actively promotes excellence in research, two-way dialogue with the end users of this research and actively works to support early career researchers. The journal publishes peer reviewed scholarship (<https://journal-buildingscities.org/>) as well as news, commentaries, feedback on special issues and book reviews (<https://www.buildingsandcities.org/>).

Our editorial team is united by a mission to deliver world-class peer-reviewed quality research and provide clear reliable and usable information to the ‘end users’ of research. We encourage research that responds to societal demands and capabilities.

We seek to recruit and appoint the best talent regardless of age, sex, gender identity, ethnicity, disability, socio-economic background, religion and/or belief.

## What's in it for You?

These are two intellectually stimulating and demanding roles that are vital for quality publishing today. Each role will expand your international networks, your international profile and provide a broad overview of emerging issues and research. Working within a friendly, small, highly experienced, editorial team, this is an opportunity to expand your knowledge as well as writing and dissemination skills.

You will be involved in engagement with academics, practitioners and users in the built environment, including exposure to networks of scholars, our international editorial board and practitioner panel. You will promote the dissemination and discussion of research findings.

These part-time roles should be considered as a service to the research and wider built environment community and an opportunity to enhance and further develop a personal research career. The posts are not remunerative. It is anticipated that each role will require three hours a week on average. Applicants may receive support from their academic institution for their time commitment in this role as career development and/or community service.

## Our Values

In addition to the journal's Aims & Scope, our actions are underpinned by our values and commitments:

1. We seek to publish highest **quality** research that has been evaluated through a fair, rigorous and robust peer-review process.
2. Encourage and publish research and ideas that help **improve** the built environment, not just describe it.
3. Maintain **integrity** in all our work with authors and oblige them to undertake and present their work according to ethical research and publishing guidelines. We are truthful, accurate, ethical and unbiased.
4. Make all research articles in the journal freely available (open access).
5. **Translate**: make the research accessible not only for academics and researchers, but also for the end-users of research: policymakers, practitioners, clients, teachers and occupants.
6. **Inspire and engage**: promote dialogue and greater understanding between authors and the end-users of research, to have greater impact through discussions in virtual and live events.
7. Create an **inclusive and supportive community** of authors, and assist those without funding to publish in our journal.
8. Operate as a **not-for-profit**, reinvesting any surplus funds into the journal and the research community that we serve.
9. **Be independent**: our role and content are independent of the interests of any organisation, institution, company or government.
10. We are **inclusive**: valuing different perspectives and experiences of researchers, academics and practitioners from around the world. We support authors in the Global South.