

The Bibliographical Society of Canada/La Société bibliographique du Canada is seeking an Editor for its bi-annual newsletter, the *Bulletin*. Please see below for a description of the position. Questions and expressions of interest should be directed to Ruth Panofsky, Chair of the BSC's Publications Committee, at panofsky@torontomu.ca Feel free to circulate this call widely.

Overview

The *Bulletin* of the Bibliographical Society of Canada is a bi-annual newsletter containing news items and other communications from the BSC Council and general membership, as well as libraries and scholars unaffiliated with the BSC, to be shared with BSC members. One issue appears in the Winter/Spring, and another appears in the Summer/Fall.

The *Bulletin* Editor, a member of the BSC Council, is responsible for overseeing the production of the newsletter from call for submissions until the final moment of publication. Each issue takes 20-30 hours to complete, in a process spread across approximately 2 months. The term for the position is 2 years, and can be renewed indefinitely at the discretion of the Editor.

Job Duties

The *Bulletin* Editor is expected to:

- solicit content from BSC Council, BSC members, and scholars unaffiliated with the Bibliographical Society of Canada for each issue
- proofread submissions
- ensure that all submitted content complies with Canadian Copyright law
- translate/arrange for translation of official communications from Council
- create the mise-en-page for each issue, following new or pre-existing templates
- publish the issue on the BSC's listserv and website and promote the issue on the BSC's social media pages
- produce reports for the Fall and Spring BSC Council meetings, which they are also invited to attend
- Other duties as assigned/undertaken at the discretion of the editor (can include: translations unrelated to the *Bulletin*, service on other BSC sub-committees and task forces, etc.)

Qualifications

The *Bulletin* Editor must be a BSC member in good standing.

In addition, the *Bulletin* Editor should have:

- a strong interest in bibliographical and book studies
- proven writing and copy editing abilities
- strong communication and project management skills

The following skills are also desirable, but not required:

- background in publishing and or graphic design
- fluency in English and French