Request for Proposals

Editor, Washington History Magazine

The Historical Society of Washington, D.C., dba DC History Center, seeks to fill the contract position of Editor of Washington History magazine.

About the DC History Center
Established in 1894 and located at the Carnegie Library in Downtown Washington, the DC History Center is a community-supported nonprofit organization that deepens understanding of our city’s past to connect, empower, and inspire. It collects, interprets, and shares the history of our nation’s capital through research and scholarship, adult programs, youth education, and exhibits. Committed to values of equity and justice, we seek to do this work as a welcoming and inclusive community that fosters curiosity and nurtures civic engagement to strengthen the District. For more information, visit dchistory.org.

Magazine Background
Washington History is the DC History Center’s flagship publication. Featuring the most recent scholarship in the history of Washington, DC and its metropolitan area, this peer-reviewed, semi-annual magazine combines the rigorous scholarship of a journal with the accessible writing style and heavy illustrations of a magazine.

As a hybrid, it emphasizes fully sourced and vetted scholarship, while presenting materials in an inviting and readable format. It is designed to appeal to a non-specialist public, as well as professional scholars. By promoting scholarship, sharing knowledge, and providing information about the organization, Washington History plays an essential role in fulfilling the DC History Center’s mission.

The DC History Center distributes the magazine as a benefit of membership, by subscription, through area bookstores, and online via Amazon and the DC History Center Store. It is typically released in the spring and fall. For more on recent issues, please see dchistory.org/research/washington-history-magazine/or JSTOR.

The magazine has published the DC-centered work of historians working in American history, African American history, social history, art history, architectural history, historic preservation,
and more. In addition, anthropologists, community activists, community researchers, journalists, naturalists, photographers, political scientists, and sociologists have contributed.

The magazine mixes essays of current relevance with studies reaching back to the city’s beginnings, with the consistent inclusion of scholarship about DC’s communities of color. For specific details on types of manuscripts published, submission guidelines are available upon request.

**Deliverables**
The Editor is responsible for delivering two issues of *Washington History* magazine each year on time and on budget.

**Editor’s Role**
The Editor seeks contributions from individuals active in the field, including both emerging and seasoned scholars, journalists, and community researchers. The Editor also receives and vets unsolicited submissions. The Editor selects two peer reviewers for each submission deemed promising and oversees the review process. The reviewers provide recommendations based upon a submission’s originality, research methods, and writing. The Editor, in collaboration with the Managing Editor and with the benefit of the peer review comments, selects articles for publication and works with their authors as needed to ensure that articles are accessible, readable, and engaging.

The Editor is supported by the Managing Editor, Graphic Designer, and Review Editor (all DC History Center contractors), and a regular rotation of graduate student interns and volunteer proofreaders. Distribution and ad sales are handled by staff of the DC History Center.

Furthermore, the *Washington History* Editorial Board advises on matters of content and form. Though the Editorial Board, comprising seasoned scholars in the field, has no governing role, it provides important input and assistance.

**Scope of Work**
The Editor, with assistance from the editorial team and DC History Center staff, is responsible for the following tasks, leading to the publication of two issues of *Washington History* per year:

- Solicit research articles, photo essays, and short features
- Monitor and respond to correspondence
- Conduct first review of submissions with assistance of the Managing Editor
- Identify and assign two reviewers to submissions deemed worthy
- Select articles for publication
Consult with the Review Editor on books and films meriting reviews
• Significantly edit articles for publication to ensure that authors:
  o Address questions that general readers can understand
  o Use available resources in a balanced fashion
  o Use evidence to support assertions
  o Write in coherent, accessible prose.
• Review edited copy and final layouts produced by Managing Editor and Graphic Designer
• Oversee development of digital version of the magazine
• Represent Washington History at professional meetings, including especially the Annual DC History Conference.
• Participate in DC History Center events aimed to promote Washington History and/or the organization.
• Advise DC History Center staff on writers, topics, and other content that would be appropriate subject matter for complementary youth education curricula, adult programs, or exhibits.

Compensation
The DC History Center seeks a contract editor who is a scholar in urban and/or social history or a related field, with knowledge of Washington, DC history. This position may qualify the Editor for a teaching exemption. The annual fee to be paid under this contract is for $25,000, payable in monthly progress installments, assuming an average of roughly 10–15 hours per week.

Qualifications
• PhD in history or a related field, or equivalent experience in researching, writing, editing, and presenting public history
• Demonstrated knowledge of Washington, DC history
• Three years of editing experience
• Demonstrated experience engaging and collaborating with a history-focused community outside of an academic environment
• Excellent communications and diplomatic skills, including engagement with diverse non-specialists

Safety Policy
The DC History Center values the safety of our staff, clients, and visitors. In support of these values, if you are invited to join our team, you must be fully vaccinated against COVID-19, except with an approved medical or religious accommodation. If you are invited to join our
For Consideration
Please submit a resume/CV and written proposal at www.dchistory.org/about/employment/. No phone calls, direct emails to staff, or walk-ins please.

The DC History Center is an equal opportunity employer.