



Short-term Contract Managing Editor, *Washington History*

The DC History Center is seeking to fill the short-term contract position of Managing Editor for the spring 2025 issue of *Washington History* magazine.

Washington History is the DC History Center's flagship publication. Featuring the most recent scholarship on 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 abundant illustrations of a popular magazine. As a hybrid, it emphasizes fully sourced and vetted scholarship 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 magazine, published in spring and fall, is a benefit of DC History Center membership and is also available by subscription and via bookstore and online sales. Please see www.dchistory.org/research/washington-history-magazine/ or [JSTOR](#).

Working closely with Editor Jane F. Levey, the Managing Editor performs the following duties:

- Assist the editor in soliciting submissions and content for short features.
- Assist the editor in vetting submissions.
- Assist the editor in selecting and assigning short features written by graduate students and other volunteers.
- Copy edit all content to ensure readability by the general public.
- Work with the photo editor to research and secure high-quality illustrations.
- Proofread all elements before production and at blue line.
- Submit to the graphic designer high-resolution graphic files, layout dummy, and edited texts.
- Supervise graphic designer and flow of proofs.
- Manage the production schedule and relationship with printing/ mailing vendors.
- Develop and track the budget in consultation with the executive director.
- Attend editorial team meetings.

Requirements:

- M.A. in English or history, or equivalent work experience in a professional publication setting.
- Experience with DC history a plus.

The Managing Editor reports to DC History Center Executive Director Laura Brower Hagood. The contract begins as soon as possible and pays \$1,500/month. The contractor will submit monthly invoices through April 2025. Most of these duties, which take 10-15 hours/week, may be done remotely outside of work hours, but some availability via email, during 9 am to 5 pm, Monday through Friday, is required.

To apply, please send a cover letter, resume, writing sample to jflevey@dchistory.org, with the subject: ME contractor.