

Historic Publications Editor

Class Concept

This is professional work editing scholarly and historical education publications. Employees apply historical knowledge and editorial expertise to the preparation of manuscripts, original documents, or other materials for publication. Responsibilities may include appraising, selecting, and editing materials for various types of documentary and soft cover books, pictorials, journals or magazine-format publications, and/or other printed matter. Positions may provide associate editor duties on larger projects including performing original research, compiling subentry indices, and writing annotations, introductions, short histories, captions, or information for book covers. Work is measured by the timely completion of and the accuracy of the edited work.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of American and North Carolina history, primary and secondary reference sources, research standards, editorial standards, and style standards.
- Skill in verbal and written communication.
- Ability to gather facts, analyze information and verify importance, and document as needed.

Minimum Education and Experience

Master's degree in English, journalism, history, or related field from an appropriately accredited institution;
or

Bachelor's degree in English, journalism, history, or related field from an appropriately accredited institution and two years of experience in a profession requiring research and/or editing as a major job skill; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.