

## JOB DESCRIPTION - DUMBARTON OAKS

---

**Position Title:** Managing Editor, Dumbarton Oaks Medieval Library (DOML)

**Supervisor:** Director of Dumbarton Oaks

**Department:** Director's Office

**Grade:** 57, exempt

**Hours:** Full-time, 35 hours per week

---

### Duties and Responsibilities

The Dumbarton Oaks Medieval Library (DOML), published by Harvard University Press, launched in 2010 with the mission to offer major literary texts of medieval and Byzantine culture in literature, history, philosophy, and other realms of learning. The series has three aims: to make texts readily accessible in both content and price to a broad readership of English speakers, while also meeting the standards of experts; to equip non-specialist readers with the basic information needed to understand and appreciate the text; and to keep volumes in print for a long time. Each volume is bilingual, presenting a source text with an English translation on the facing page. General readers, undergraduate and graduate students, and professional scholars from within and without medieval and Byzantine studies are the target audience. DOML began with a focus on three languages: Byzantine Greek, Medieval Latin, and Old English. The series now numbers 49 volumes, and is poised to incorporate additional vernacular languages with a new subseries, Medieval Iberia.

Working closely with the General Editor and the Subseries Editors, and with Harvard University Press, the Managing Editor will manage all aspects of the editorial and production process: create policies and style guides for the series, issue contracts, assign and oversee translations, set and enforce timelines, prepare the annual budget, organize annual board meetings, and plan outreach for the series, including through presentations and attendance at scholarly conferences. The Managing Editor will also train and supervise Harvard graduate students and undergraduate summer interns.

### Qualifications

#### Required Qualifications

- Advanced degree in Medieval Studies, Byzantine Studies, Classics, or related field.
- Advanced language skills in Latin or Greek are required.
- Familiarity with Dropbox, Asana, Word, and Excel is required.

## Additional Qualifications

- Candidates must have strong computer and editorial skills, together with a background in any area of the humanities with specialization in Medieval Studies. Strict attention to detail, and excellent communication skills, are particularly important.

## To Apply

The position remains open until filled. Please submit résumé and cover letter detailing relevant qualifications by clicking the link below.

<https://sjobs.brassring.com/TGWEbHost/jobdetails.aspx?partnerID=25240&siteID=5341&AReq=42929BR>

Dumbarton Oaks is an Equal Opportunity Employer (EOE).