

Position Vacancies

The *British Undergraduate Philosophy Society* (BUPS) is looking for a **secretary**, a **webmaster**, a **conference coordinator**, and a **societies coordinator** to complete the committee.

The *British Journal of Undergraduate Philosophy* (BJUP) is looking for a **commissioning editor**, a **manuscript editor**, a **proofreader**, a **production editor**, and a **managing editor** to complete the editorial team.

What do we do?

BUPS was founded in 2005 to respond to the lack of a communication platform linking philosophy students from different universities. Its programme of events is an attempt to provide this platform.

Broadly speaking, its activities can be divided into three areas. Firstly, it coordinates events between philosophy societies across the UK, and manages an online calendar to let its member know what's going on. Secondly, it runs a biannual conference with speakers and delegates coming from the undergraduate philosophy community. Lastly, it runs BJUP, which is the UK's only national undergraduate philosophy journal. This publishes papers submitted directly to BJUP, and papers delivered at the biannual BUPS conference.

Both the committee and editorial team are made up of enthusiastic undergraduate students of philosophy from institutions across the country. For more information, and for access to past issues of BJUP, see www.bups.org.

What will your job be?

Secretary (BUPS)

- Managing BUPS finances in conjunction with the president and committee.
- Securing finance from organizations and institutions across the UK.
- Marketing and advertising BUPS events and activities.

Webmaster (BUPS)

- Rebuilding the website, including adding a payment facility for subscribing to the journal and for conference tickets, and building a secure access facility and online area for subscribers.
- Maintaining the website, and the email redirection facility.
- Maintaining the facebook page.

Conference Coordinator (BUPS)

- Finding suitable dates and host universities, and coordinating with the relevant people.
- Organizing keynote speakers.
- Advertising conferences.
- Managing conference finances with the secretary.
- Managing delegate ticketing with the webmaster.
- Producing conference programmes.
- Running the conferences.

Societies Coordinator (BUPS)

- Communicating with philosophy societies across the UK, and encouraging them to take part in joint events with other philosophy societies.
- Coordinating joint events.
- Maintaining the online events calendar.
- Maintaining and updating the societies directory.

Commissioning Editor (BJUP)

- Sending out calls for papers for BJUP to institutions across the country.
- Managing the submissions process.
- Communicating with the editorial team, contributors, and reviewers.
- Leading the review process, including communication with BJUP's board of reviewers.

Manuscript Editor (BJUP)

- Ensuring that submissions selected for publication are clear, correct, concise, complete, and consistent.
- Correcting spelling, punctuation, and grammar, and ensuring that text adheres to the journal's style guidelines.
- Preparing text using L^AT_EX.

Proofreader (BJUP)

- Checking for errors in spelling, punctuation, and grammar, and ensuring that text adheres to the journal's style guidelines.
- Checking that in-text and bibliography references are correct.

Production Editor (BJUP)

- Coordinating the printing process, including determining the details of the print work and communicating with the publisher.
- Distributing copies of the journal to subscribers.

Managing Editor (BJUP)

- Securing funding for the printing of the journal.
- Marketing the journal, including poster and flyer design for advertisements, and communication with institutions across the country.
- Managing subscriptions, and increasing subscription through advertising.

What are we looking for?

- No specialist skills are required except for competency at using L^AT_EX for the manuscript editor, and experience at website design and maintenance for the webmaster.
- An eye for detail, enthusiasm for the project, the ability to stick to deadlines, initiative, creativity, independence, and commitment.

- Experience of working for a (student) society, journal, or newspaper is valued, but is by no means necessary.

How to apply

Please send a CV and covering letter detailing the position you're interested in, why you're interested in it, what you think you can bring to the team, and any relevant experience you have. Please send BUPS applications to fran.fairbairn@bups.org, and BJUP applications to matt.green@bups.org.

The deadline for applications is 10 Oct 2011.

Successful Applicants

If you are offered a role on the committee or editorial team we will let you know soon after the application deadline.

New members will be invited for a weekend in Leeds in November to meet other members and to plan events for the forthcoming year. Accommodation will be provided, and you'll have plenty of time to explore both the day- and night-life of the city.

We look forward to hearing from you.

Good luck!

For more information see www.bups.org, or contact fran.fairbairn@bups.org (BUPS) or matt.green@bups.org (BJUP).