

Hiring Announcement: *PoLAR* Managing Editor

Applications Due: October 15, 2025

PoLAR: Political and Legal Anthropology Review, the journal of the Association for Political and Legal Anthropology (APLA), is hiring a Managing Editor. *PoLAR* is in an exciting transformational stage, with new workflow, editorial structure, and submission genres that have been refined over 2025. Our new ME will step into a journal whose processes are systematized yet flexible, and will work closely with *PoLAR*'s Editor-in-Chief (EIC) and 8-10 member Editorial Board.

This is a part-time, *largely* flexible timing, remote work opportunity.

We expect 10-12 hours / week, including 1 hour for weekly Zoom meetings as described below.

Initial appointment: 46 weeks across Jan-Dec 2026. Flat salary of USD \$14,000.

Please direct questions to the EIC, Deepa Das Acevedo, at dda.polar@gmail.com.

Applications must be submitted via the link [HERE](#) by Oct. 15, 2025.

Link not working? Try copying this: <https://forms.gle/2hTcEFJnvjZScBA86>

PoLAR ME Qualifications

- Possession of at least *one* of the following: (1) master's or doctoral training in anthropology, (2) formal training in publishing, at any level, (3) ≥12 months' managerial experience in a social science journal;
- Eligibility to work in the United States (location of residence is immaterial);
- Ability to dedicate 10–12 hours/week to the position (hours will *largely* be at ME's discretion);
- Availability to attend and take notes during the Editorial Board's monthly 1-hour Zoom meetings (usually held late Friday am Eastern U.S. time, exact dates selected by poll on quarterly basis);
- Availability to participate in weekly 1-hour Zoom meetings with the EIC (usually at same / similar time as monthly Editorial Board meetings);
- Availability to informally shadow current ME for 3-5 weeks in 2025 to learn relevant systems.

PoLAR ME Responsibilities

- Attend and take notes during 1-hour monthly Editorial Board Zoom meetings;
- Prepare and share materials for Editorial Board meetings (collect & organize manuscript documents, share materials with Board beforehand, collect *in absentia* votes & comments);
- Participate in 1-hour weekly organizational Zoom meetings with the EIC;
- Process new and revised submissions (confirming receipt of all documents, confirming compliance with *PoLAR* submission standards, assigning submissions to EIC);
- Process accepted manuscripts (request final versions, oversee submission to publisher);
- Correspond with reviewers (assign & track reviewers, communicate with confirmed reviewers about deadlines and extensions);
- Correspond with authors, referring authors to EIC as appropriate;
Assist the EIC in liaising between *PoLAR* stakeholders including but not limited to authors, reviewers, publishing partners, and APLA.