

Chair of the Editorial Board of *The Journal of Design History* – Role Description and Person Specification

The Design History Society (DHS) is looking for a new Chair of the Editorial Board (EB) of [*The Journal of Design History*](#) (JDH). The DHS (a Charitable Incorporated Organisation) established the *JDH* in 1988 and Oxford University Press (OUP) publishes it. The *JDH* EB is formally constituted by the DHS Trustees as a committee of the Society, delegated with the purpose of managing and editing the *JDH* on behalf of the Society. The incoming Chair of the EB will be inducted by outgoing Chair and the Managing Editor (ME) before the appointment is ratified by the DHS AGM in September 2026.

Role Description

The Chair of the EB leads in the development of the strategic direction for the *JDH*, enhancing its strong reputation and ensuring its resilience in a fast-changing and challenging academic publishing industry. The role centres on implementing a dynamic editorial vision and fair, efficient and robust editorial processes. The *JDH* Chair advises the DHS Chair on managerial and financial decisions about the Society's journal and any matters arising in relationship to the publisher, OUP. The *JDH* Chair is supported in the day-to-day running of the journal by a ME and the Society's Senior Administrator.

Main responsibilities and duties

1. Formulating and leading the subject development and business strategy for the *Journal* with the Publisher and the DHS Chair;
2. Overseeing the recruitment of the EB and establishing its terms of reference in agreement with the DHS Chair and Trustees;
3. Convening and Chairing meetings of the EB and being responsible for its effective operation;
4. Obtaining sufficient high-quality content for the *Journal* and delivering it to the Publisher, OUP, on schedule;
5. Overseeing the peer-review, editorial, and production and marketing processes of the *Journal* as managed by the ME with authors, editors, reviewers, the publisher, and the DHS Communications Officers;
6. Upholding the ethical standards of the journal, with reference to the Committee on Publication Ethics (COPE);
7. Chairing the Advisory Board (AB) of the *JDH*, and being responsible for its effective operation, overseeing recruitment and terms of reference in accordance with policy established by the EB;
8. Serving as a Trustee of the DHS and undertaking responsibilities accordingly (see below), and as a member of the DHS Executive Committee, including reporting to the Annual General Meeting (AGM) at the DHS Annual Conference;

9. Serving as an active Editor and undertaking responsibilities and duties accordingly (see below);
10. Being an ambassador for, and representative of, the *JDH* and the Trustees of the DHS in national, international and interdisciplinary contexts.

DHS Trustee Responsibilities and Duties

The Chair of the EB is a Trustee of the DHS. Trustees have ultimate responsibility for directing the affairs of the DHS with reasonable care and skill, as follows:

1. Ensuring that the DHS complies with charity law, and with the requirements of the Charity Commission as regulator; in particular, ensuring that the DHS prepares reports on what it has achieved and Annual Returns and accounts as required by law;
2. Ensuring that the DHS adheres to the requirements set out in its constitution and that it remains true to the charitable purpose and objects therein;
3. Complying with the requirements of other legislation and other regulators as relevant, which govern the activities of the DHS;
4. Acting with integrity, prudence, and duty of care, avoiding any personal conflicts of interest or misuse of DHS funds or assets;
5. Scrutinising committee papers, leading discussions, and providing advice and guidance requested by the DHS on new initiatives or other issues relevant to the area of its work in which the Trustee has expertise;
6. Ensuring that the DHS remains solvent, using its funds reasonably, and only in furtherance of DHS objectives for the benefit of the DHS membership and the wider constituency of those interested in and engaged in Design History research and teaching and learning;
7. Avoiding activities that might place the DHS's funds and reputation at risk, seeking professional advice on all matters where there may be material risk to the DHS, or where the Trustees or other committee members, including Editors, may be in breach of their duties;
8. Be familiar with, and abide by, the DHS Constitution, and read recent DHS Annual Reviews;
9. Be a member of the Design History Society for the duration of the role.

JDH Editor Responsibilities and Duties

All members of the EB, including the Chair, serve as Editors, with the following responsibilities:

1. Participation in key academic networks, and the maintenance of current subject knowledge, to identify and nominate appropriate peer reviewers;
2. Bringing to the EB's attention potential contributors, and advising authors;
3. Attendance at quarterly EB meetings, including at the Annual Conference, and such additional meetings as may be arranged at other times;
4. Providing peer reviews and editorial advice where appropriate for papers submitted for consideration;

5. When assigned responsibility as Assigned Editor (AE), arranging peer review, evaluating results and writing detailed recommendations to the ME, liaising with authors to oversee revisions and preparation for publication;
6. Undertaking such special responsibilities or initiatives as may be agreed by the EB, e.g., for reviews or other sections, special issues, or thematic development in an interdisciplinary and international context;
7. Contributing to development of prospective authors at the DHS annual conference, for instance by participating in DHS publishing workshops;
8. Liaising with the ME, Reviews Editor and Editors to ensure the efficient conduct of the business of the EB.

Time Commitment

The position of Chair of the EB will require a commitment of c. half a day per week or three days per month. It requires preparation of agendas or reports for and leadership and participation in the following events each year:

- Four quarterly *JDH* EB meetings, three conducted virtually in March, June and December on Fridays from 12 noon to 3 pm UTC, and one in person at the DHS Annual Conference each September;
- One annual *JDH* business meeting with the publisher OUP and the Chair of the DHS, normally held virtually in June;
- One AGM of the DHS normally held at the Society's Annual Conference in early September;
- DHS Annual Conference, normally held over four days in early September;
- Four quarterly DHS Executive Committee meetings per annum.

The normal term of office is five years. Any extensions must be by mutual agreement of the DHS Trustees to achieve optimal continuity and balance of expertise for the EB.

An annual honorarium is paid by the publisher to the Chair of the EB. The DHS provides an Annual Conference delegate ticket for Editors, including the EB Chair, and remuneration of reasonable expenses incurred whilst conducting work on behalf of the *Journal* as defined in the EB Handbook (supplied on appointment), including attendance at the annual conference, is provided, depending upon approval by the DHS Chair and Treasurer.

Person Specification

The *JDH* and the DHS are committed to equity, diversity and sustainability, and warmly welcome applications from under-represented constituencies.

The successful applicant will:

1. Have a strategic vision for the *JDH* and its objectives as the journal of the DHS;

2. Be a leading figure in design history, with a substantial and highly esteemed record of research relevant to the field and related professions, e.g., design and design education, curatorship and design criticism;
3. Have extensive experience of editorship for high-impact publications, involving interactions with diverse author and reader constituencies;
4. Have experience in the operation and oversight of collaborative peer-review and editorial processes including journal publication;
5. Have undertaken significant initiatives to develop design history and be able to communicate a vision for its future;
6. Have experience of managing projects and/or areas of work;
7. Understand the responsibility to select new, original, and important contributions of high quality and the skills to deliver them;
8. Ensure that the ethical standards of the journal are upheld, according to best practice as communicated by the publisher OUP and COPE;
9. Have experience with charities or NGOs and be willing to become a Trustee of the Design History Society;
10. Be a clear, compelling and tactful communicator via a range of channels;
11. Be willing and ready to devote time and effort to the role;
12. Be fair and collegiate in management and problem solving;
13. Be committed to, and effective in upholding impartiality, fairness and confidentiality;
14. Have a track record of commitment to equal opportunities and inclusive practices.

Considerable previous experience as an active EB member of academic journal(s) is essential; previous experience of the *JDH* is desirable. The Chair of the EB may reside anywhere in the world where access to internet connectivity suitable to the conduct of virtual meetings is assured. While employment in an institution of Higher Education or a museum may be relevant, this is not a requirement. A good reading knowledge of languages other than English is an advantage.

How to Apply

Potential applicants are welcome to arrange an opportunity to consult with the current EB Chair about this role.

Please email your completed application form, letter of support from your line manager and writing sample no later than **12 midnight UTC on Tuesday 10th February 2026** to the DHS Senior Administrator, Dr Jenna Allsopp-Douglas: designhistorysociety@gmail.com.

Short-listed candidates selected from anonymised applications will be called to a virtual interview conducted via MS Teams on **Friday 6th March 2026 between 12 noon and 5 pm UTC**. The appointee is formally confirmed as a Trustee of the DHS at the AGM held at the conference in September 2026. All candidates will be notified of the outcome of their application.