

The German Historical Institute London is seeking to employ at the earliest opportunity:

An In-House Editorial Assistant / Academic Translator, German to English (full time or part time) – permanent

The German Historical Institute London (GHIL) is an academically independent institution and forms part of the Max Weber Foundation German Humanities Institutes Abroad. It promotes research on medieval and modern history, in particular on the history of Britain, on the British Empire and the Commonwealth, and on Anglo-German relations. Its research library specializes in German history.

We are seeking an in-house editorial assistant/academic translator (German to English) to join our team.

Your main tasks will include:

- Editing English texts written by non-native speakers
- Copy-editing academic publications in English and German and seeing them through the publication process
- Translating academic and other texts
- Producing the GHIL's house journal, including correspondence

The successful applicant will:

- Be a native English speaker
- Have near-native proficiency in German
- Be educated at least to degree level
- Have an interest in and wide knowledge of history
- Have experience in translating and copy-editing
- Have an interest in producing online and print publications

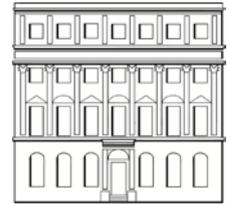
Starting salary £3328 (for a six month probationary period) moving to £3461 (based on a full-time week of 40 hours, or pro rata for part-time) per month thereafter.

Suitable disabled candidates will be given special consideration. The GHIL is committed to a policy of equal opportunities and promotes a positive work-life balance.

Applications (in English) including a covering letter outlining your motivation and what makes you suitable for the role, a CV, supporting documents, and a sample translation, including the original German text (max. 15 pages) should be sent by email **only** to bewerbungen@ghil.ac.uk. Please indicate whether you would like to work full time, part time, or either. The closing date for applications is the 29th of March 2020. Interviews will take place on the 19th of May 2020. For further information about the role, please email bewerbungen@ghil.ac.uk.

For information regarding our equal opportunities policy and promotion of work-life balance, please email Swinbank@ghil.ac.uk.

Applicants must be able to demonstrate their legal right to work in the UK. Salary will be taxable in Germany, unless you are a UK citizen and do not also hold German citizenship.



**Deutsches
Historisches
Institut
London**

**17 Bloomsbury Square
London WC1A 2NJ
Großbritannien**

T +44 207 309 2050
F +44 207 309 2055
E bewerbungen@ghil.ac.uk

www.ghil.ac.uk
www.maxweberstiftung.de

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