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1) Title: Editor-in-Chief

Position Type: Part-Time

Location: Your own vicinity.

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2) Deputy Editor

Position Type: Part-Time

Location: Your own vicinity.

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What we do and offer our team

Luxor Times is a leading and well established name in the field of Egyptian history publications.

As the Editor-in-Chief, you will be part of a dynamic association of professionals who advance research, collaborate across disciplines, and communicate the importance of learning about Egyptian history and culture and impact of different sciences to this field of study.

Luxor Times offers our employees exciting opportunities through research, contacts and access to information, and other educational programs, to present and publish research, gain leadership experience, mentor, and freely exchange knowledge.

Luxor Times Workplace Values

We believe in accountability and ownership of work, by taking responsibility for decisions and results. Our readers come first and we work hard to provide them with high quality service.

We believe in excellence and giving it our all, through striving to be outstanding. We believe in integrity by doing the right thing, we achieve this by being honest and fair.

Our team believes that with teamwork together we achieve more, we achieve this through collaboration. We believe in respect, that you earn it and give it, by open communication and collaboration.

What the Editor-in-Chief does

Luxor Times is recognized as an innovator among such publications. We strive to lead - pioneering new ways to grow the knowledge of Egyptian history and culture, encouraging the emergence of new and transdisciplinary technologies in the field of study and preserve Egyptian heritage.

Evolving our plans and operations as we anticipate the changing needs and expectations of

In 2019, Luxor Times was relaunched as a digital magazine and the first rich media magazine in this field.

Also the new website was launched. It was very successful, and Luxor Times has grown in stature, reach, and impact.

Now, we want to ensure that Luxor Times keeps moving forward, including the appointment of an Editor-in-chief.

Editor is responsible for plotting and executing the editorial agenda, editing feature articles and other articles as assigned; originating, editing and/or writing long-lead articles; overseeing written content, and building Luxor Times capacity to acquire, create, and curate Egyptian history and culture content while maintaining Luxor Times' high journalistic standards.

- \* Manages the assigning and/or editing of all Luxor Times content, including news articles, features, scholar-written content, long-lead content such as opinion pieces, tributes, and project updates.
  - \* Works with publisher to chart the editorial direction of Luxor Times by creating and updating an editorial plan, reflecting the content strategy.
  - \* Oversees the content schedule and works with team to ensure that major events and issues are considered for coverage in a timely manner.
  - \* Reviewing and vetting scholar submissions.
  - \* Leads newsgathering and news editorial processes:
  - \* Proposes and generates story ideas and works with administrative manager to prioritize coverage through the team members.
  - \* Assigns stories to staff reporters/writers, providing coaching and guidance on content, approach, and writing. Reviews pitches from staff reporters/writers and approves or redirects as needed.
  
  - \* Manages freelance journalists and writers. Identifies, recruits/cultivates, and qualifies prospective freelancers to ensure a strong, diverse, and international pool of resources. Reviews pitches and approves story ideas. Provides coaching and guidance.
  
  - \* Provides coaching to staff and freelancers on standards and practices and helps to identify news gaps, opportunities, and sources.
  - \* Serves as editor for most articles; assigns others for review by deputy editor.
  
  - \* Ensures smooth workflow for Research Spotlights and content inputs from other departments.
  
  - \* Reviewing the status of submissions, coaching on communications with authors, and approving the prioritization of the workload.
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- \* Performs a high-level quality control function to ensure that Luxor Times content is shaped and expressed in ways that will achieve the desired impact and impression on readers.

- \* Vets selection of images for articles and, as needed, identifies suitable images, working with writers and production team to ensure proper credit and rights clearance.

- \* Contributes to strategies around social media of Luxor Times content (news and other content) and directs social media in partnership with other members of the team.

- \* Assists with oversight of the freelance news budget.

- \* Other duties as assigned.

What the Editor-in-Chief brings to the team

- \* Bachelor's Degree. Advanced degree is a plus.

Journalism experience in a media, publishing or a scientific organization or equivalent combination of education and experience.

- \* High level of familiarity with science and history articles; specific and expert knowledge of Egyptology and Egyptian culture is highly desirable.

- \* Seasoned editor with advanced ability to thoughtfully redirect and rewrite lengthy articles.

- \* Demonstrated ability to convey complex ideas and high-level science through effective, creative, and lively writing, editing, and storytelling.

- \* Excellent eye for detail and a good nose for news, news strategy, and approaches.

- \* Excellent ability to make scientific content relatable and compelling to public audiences.

- \* Excellent ability to juggle multiple priorities and be highly flexible and nimble while meeting tight publication deadlines and requirements.

- \* Strong communication skills.

- \* Effective and reliable partner and team leader, working collaboratively with diverse people at a variety of levels to elicit top-notch journalism.

- \* Ability to exercise highest level of discretion on internal and external confidential matters and to maintain high level of confidentiality, included but not limited to strategic planning initiatives, contracts, budgeting, and personnel matters.

- \* Ability to monitor budget.

- \* Demonstrated ability to recruit high-quality contributors and to network and collaborate to grow content and its impact.

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The successful candidate for this position will be subject to a pre-employment background check.

Luxor Times proudly offers a casual work environment, excellent compensation, generous work-life opportunities.

Luxor Times is an Equal Opportunity/Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

Administrative and financial terms to be discussed with the shortlisted candidates.

The Deputy Editor will be required to assist the Editor-in-Chief and take some of their responsibilities as required.

To Apply:

For consideration, please submit your cover letter and resume to: [jobs@luxortimes.com](mailto:jobs@luxortimes.com)

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