



Volunteer Role Description

Exhibition Journal Editorial Advisors

Exhibition supports AAM's mission to champion museums and nurture excellence. Volunteer Editorial Advisors promote AAM's mission and exhibition best practices through this volunteer opportunity for the journal.

Our Editorial Advisors are a dedicated group of 10 individuals, who each serve a three-year rotating term. Advisors provide candid and critical feedback on the overall direction of the journal and help authors develop their articles through our peer-review process. Advisors represent a range of diverse perspectives within the museum field based on their own lived experiences as well as their work throughout the museum field—in institutions large and small, spread across the country and around the world, and of all types, including art, history, science and natural history, and those dedicated to living collections—and in industries including exhibition design, independent consultancies, and more.

About *Exhibition*

Exhibition is a peer-reviewed journal of exhibition theory and practice for museum professionals, published by the American Alliance of Museums with the leadership of:

- Jeanne Normand Goswami, Editor (jeanne.goswami@gmail.com)
- Ian Kerrigan, Managing Editor (volunteer)
- Jenny-Sayre Ramberg, Exhibits Newsline Editor (volunteer)
- Charita Patamikakorn, design and layout
- Editorial Advisors (volunteers)

AAM team:

- Shelagh Grimshaw, AAM Staff Liaison
- Grace Belizario, Senior Manager, Volunteer & Member Engagement

First conceived in 1981 and published twice yearly, *Exhibition* offers 128 pages of thought-provoking articles, interviews, exhibition critiques and commentary, technical articles, and essays. Each issue is organized around a particular theme, such as the power of words, universal design, innovation and community relevance, and new media. Created by and for the museum field, *Exhibition* is packed with insights on the latest developments in exhibition practice and design. To learn more, [visit *Exhibition* on our website](#).

Who We're Looking For

Qualifications

- Knowledgeable early career, mid-, or senior-level exhibitions professional employed by a museum, museum-industry organization, or working independently.
- Experience in exhibition design, content development, interpretation, education, visitor studies, evaluation, exhibition technology, or a related discipline is particularly useful, as is experience teaching within museum studies and/or exhibition-planning programs.
- Strong writing skills and ability to help colleagues hone an argument.

Abilities

- Thorough understanding of the exhibition-planning, development, design, media, experience, fabrication, and content needs of museum professionals.
- Able to review and provide feedback on proposed articles submitted for the Spring and Fall issues and to make recommendations on content decisions related to the publication of *Exhibition*.
- Committed to ensuring the integrity of content review and selections.

- Available to serve a three-year term.

What You'll Do

Role

- **Serve in an advisory capacity to the Editor** on the general direction for *Exhibition*, helping to develop topics for upcoming issues and advising on possible interview subjects, exhibitions to critique, and books to review.
- **Review all proposals** and makes recommendations on submissions to *Exhibition* in response to the twice-yearly call for papers (January and June).
- **Review draft articles selected for publication** to ensure they are relevant, current, accurate, and include expertise and perspectives of interest to AAM's broad audience. Each Editorial Advisor reviews two to four articles per issue (April and September).

Yearly Review Timeline

- **Spring Issue**
 - March: Editorial Advisor reviews draft Call for Proposals for the following year's Spring issue – 30 minutes
 - June: Editorial Advisor reviews proposals and submits rankings for the following year's Spring issue – 2–3 hours
 - September: Editorial Advisor reviews first drafts of three articles and submits feedback to Editor for the following year's Spring issue – 6 hours
- **Fall Issue**
 - January: Editorial Advisor reviews proposals and submits rankings for the upcoming Fall issue – 2–3 hours
 - April: Editorial Advisor reviews first drafts of three articles and submits feedback to Editor for the upcoming Fall issue – 6 hours
 - October: Editorial Advisor reviews draft Call for Proposals for next year's Fall issue – 30 minutes

Meetings

- Editorial Advisor attends one to two virtual planning calls per year, where the full group of advisors meet to discuss journal business, potential topics for upcoming issues, etc. – June and/or September; calls last approximately 1 hour
- For Advisors attending the AAM Annual Meeting, we may plan an optional informal in-person gathering.
- All virtual meetings will be recorded and made available to volunteers afterwards.

Volunteer Benefits

- A professional development leadership opportunity for the sharing of knowledge and expertise, while collaborating with peers to arrange compelling content for a peer-reviewed industry journal.
- Complimentary copy of each issue of *Exhibition* for the duration of the Advisor's term.
- Complimentary AAM Individual Membership.

Job Location

This is a remote opportunity; as such, volunteers must have access to a computer with reliable high-speed internet.

Onboarding and Training

- Editorial Advisors will receive a volunteer agreement for signing and a handbook outlining AAM volunteer policies.
- New Advisors will meet virtually with the journal's Editor for onboarding. This session will include an overview of the journal and its mission and procedures, as well as an opportunity for the Advisor to ask any questions they may have. The Editor is always available by email or video conference should questions arise during the Advisor's term.
- Advisors will be contacted by AAM to schedule and participate in a separate 15-minute onboarding call with AAM's Senior Manager of Volunteer & Member Engagement.

Supervision

- Editorial Advisors are supervised by the journal's Editor.
- Editor will plan and execute all meetings with Editorial Advisors (virtually) and provide a yearly schedule.

How to Apply

- If you were previously on the Editorial Advisory Board, you are automatically invited to the Editorial Advisors and need not reapply.
- New Editorial Advisors can apply following an open call for applications by the Editor. All calls will be shared widely, including social media and the AAM website.
- On the application form we ask all applicants to state their expertise or knowledge of the exhibitions ecosystem, interest in serving as an Advisor, and ability to offer diverse perspectives.

AAM is committed to creating a diverse volunteer program. Qualified applicants will receive consideration for volunteer opportunities without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.