



The **American Schools of Oriental Research (ASOR)** invites applications and/or nominations for a **Director of Subscription, Membership, and Publication Services**. Founded in 1900 and celebrating its 110th year, ASOR (see <http://www.asor.org>) is a not-for-profit 501(c)3 organization that supports and encourages the study of the peoples and cultures of the Near East, from the earliest times to the present. It is apolitical and has no religious affiliation.

The primary responsibility for the position will be the oversight and coordination of ASOR's subscriptions, memberships, and publications (including related sections of ASOR's website). Each year ASOR publishes two quarterly journals (*Bulletin of the American Schools of Oriental Research* [BASOR] and *Near Eastern Archaeology* [NEA]), one annual journal (*Journal of Cuneiform Studies* [JCS]), and approximately three books. ASOR memberships include subscriptions to some or all of the journals. Revenues from subscriptions and memberships account for about 35% of ASOR's annual \$1,000,000 budget. The successful candidate will be responsible for maintaining and growing this revenue stream. In addition, the person will be responsible for providing administrative support to the independent editors for ASOR's journals and books. He or she will oversee several graduate assistants and student workers, collaborate with and support independent editors, and work with volunteer committee members. The successful candidate will report directly to ASOR's executive director. He or she will be expected to travel once per year to ASOR's annual meeting.

The successful candidate will be expected to have a bachelor's degree (master's degree is preferred) and must have excellent communication and interpersonal skills. It is anticipated this person will have a minimum of 3 years of related experience in publications and/or subscription fulfillment. Knowledge of non-profit structures and memberships is helpful but not required. The successful candidate must have the ability to exercise good judgment with minimal supervision and be able to implement and refine ASOR's strategic plan for the area. The person must also have the ability to use discretion, sensitivity, and tact in all professional interactions as well as a willingness to pitch in where needed to accomplish organizational goals. The person must have strong computer skills, proficiency in Microsoft Office, and the ability to master ASOR's database software. It is strongly preferred that the candidate understands web design and have creative ideas about the use of the internet for the area. The position is full-time, and compensation is competitive. As a small, non-profit business in Massachusetts, ASOR does not provide health benefits. Annual compensation increases will be determined in part by meeting or exceeding the goals for the position and the organization.

Review of applications will begin on May 17, 2010 and continue until the position is filled. Applications should consist of a letter of application that outlines the candidate's interest in the position and his or her qualifications, a resume, and a list of 3-4 references. Applications and supporting materials should be sent to Dr. Andy Vaughn, Executive Director, ASOR, 656 Beacon Street, 5th Floor, Boston, MA 02215. Email: asored@bu.edu. Telephone: 617-353-6574. Fax: 617-353-6575. Electronic (PDF or Word) applications are strongly preferred.