

## Editor for Retour, the newsletter of the Scottish Records Association (SRA)

An exciting opportunity has arisen for an enthusiastic historian, researcher or archivist to edit and develop Retour, the newsletter of the Scottish Records Association. Although unpaid, this is a great chance for someone who is keen to maintain and develop their network and connections with archives throughout Scotland, as well as to make a substantial contribution to the profession and to users and owners of archives.

Retour is created and sent out to SRA members twice a year, in spring and autumn. It includes news and views from archivists, researchers and owners of records from across Scotland (and occasionally from England when there is a suitable connection with Scottish archives). The newsletter aims to both inform and entertain members, with updates on new ventures (buildings, collections, exhibitions, publications etc), initiatives and opinions, as well as SRA news and a regular palaeography challenge. The content and presentation of Retour has changed over its 37 issues, and the new editor will be free to make further changes and improvements.

The SRA was founded in 1977 and is concerned with the preservation and use of historical records in Scotland. It provides a forum for users, owners and custodians of records to discuss matters relating to the records, their custody and conservation and research. For further information about the SRA, please visit [www.scottishrecordsassociation.org](http://www.scottishrecordsassociation.org).

### Commitment

Each edition of Retour takes approximately 3 months to complete (dipping in and out), from an initial call for copy to sending out the completed newsletter. The editor is responsible for finding and collating articles and images, fitting them to the newsletter structure, proofing and distribution. Retour is now sent electronically (as a PDF) to the majority of members but approximately 50 copies are still printed and posted. The editor supplies a PDF to the printer, takes delivery of the printed copies, packages and posts them.

The editor is a member of the SRA Council and is invited to attend and report to each meeting of the Council and to contribute to the Annual Report.

Expenses of printing, postage and packaging are met by the SRA. Travel expenses to attend Council meetings are also met by the SRA.

### Essential criteria

- Computer literate. Email is required to ask for and receive copy. The newsletter is currently created in Microsoft Word and, when complete, saved as an Adobe PDF for distribution and for the printer.

### Desirable criteria

- Interested in Scottish archives, their promotion and access.

### For more information or to apply for this role

If you would like to apply for this role, please contact Anne Cameron, SRA Secretary at [scottishrecordsassociation@gmail.com](mailto:scottishrecordsassociation@gmail.com). If you are interested in finding out more, please contact the former editor, Tracy Smith, at [retoureditor@outlook.com](mailto:retoureditor@outlook.com).