

Editorial Assistant (freelance contract)

International Law Reports (ILR)

Published since 1929, the *International Law Reports* is the only publication in the world wholly devoted to the regular and systematic reporting of English-language decisions of international courts and arbitrators as well as judgments of national courts. It is the leading source of reference for international lawyers and is widely cited in judgments at both international and national levels. The *Reports* are prepared at the Lauterpacht Research Centre for International Law in the University of Cambridge with six volumes being published by Cambridge University Press each year.

<https://www.cambridge.org/gb/academic/subjects/law/series/international-law-reports>

<https://www.lcil.cam.ac.uk/publications/international-law-reports>

The ILR co-editors are looking for a freelance editorial assistant to help with the preparation of new content to be published in this flagship series. The editorial assistant will be expected to liaise closely with and provide editorial and administrative support to the University of Cambridge-based ILR co-editor. This is a varied and flexible role with the opportunity for the editorial assistant to manage their work autonomously. Proficiency with the Microsoft Office suite and a keen attention to detail are required but a legal background is not essential.

The key duties of the editorial assistant are to:

- Assist with the collation and preparation of copy for each volume;
- Administer the delivery of new ILR case summaries from freelance writers based globally;
- Edit selected content on screen as directed by the ILR co-editor;
- Liaise with other freelancers as required;
- Assist in the sourcing of suitable electronic versions of new cases from databases and court websites to be reported in ILR;
- Support the development of the parallel online version, working in collaboration with Cambridge University Press.

Payment will be made at an hourly rate of £14 up to a maximum number of 21 hours per week.

Please direct all applications with a covering letter and CV to Tom Randall at trandall@cambridge.org. It is expected that interviews will be held in the week commencing 9 December 2019.

Closing date for applications: midnight Sunday 1 December 2019