

Ilse A. Schweitzer

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EDITORIAL EXPERIENCE

Acquisitions Editor **Amsterdam University Press,** **(2014–present)**
Medieval Institute Publications,
Arc-Humanities Press

- Commissioning book projects in the field of digital humanities / media studies, pre-modern environmental humanities, Anglo-Saxon studies, and pedagogies;
- Managing workflow for individual volumes and corresponding with authors from acquisition through copyediting;
- Coordinating internal and external review process for submitted manuscripts.

Technical Editor **Brepols Academic Press** **(2013–2015)**

- Checking references and applying templates and style codes to bibliographies, text, and footnotes;
- Performing style checks on academic volumes (in field of medieval studies) for a major international press.

Associate Editor **Graduate Student Association,** **(2009–2010)**
Western Michigan University

- Planning re-launch of graduate peer-reviewed journal, *The Hilltop Review: An Interdisciplinary Graduate Research Journal*;
- Working with editorial board to develop all administrative documents for journal;
- Selecting, reviewing, copy-editing articles for publication and aiding in the layout process for two volumes of the *Review*.

DIGITAL MEDIA EXPERIENCE

Social Media Specialist **Graduate College,** **(2012–2015)**
Western Michigan University

- Building the WMU Graduate College online presence via varied social media platforms (Facebook, Twitter, Wordpress, YouTube, Instagram) and maintaining a professional and interactive presence on those sites;
- Planning and facilitating workshops for graduate students and staff members to help them build their own professional social media accounts;
- Working with a team to develop various materials and media (student profiles, blog entries, promotional videos) and to coordinate announcements and communications sent to our graduate student network;
- Bringing together representatives across WMU departments and offices to develop workshops in digital research strategies and a summer lecture / workshop series in Digital Humanities.

Digital Projects Leader **Medieval Institute Publications,** **(2015–2016)**
Arc-Humanities Press

- Establishing and maintaining social media and online presence for the presses (via Facebook, Twitter, Wordpress blog, and website);
- Coordinating a team of graduate students to develop content for e-newsletter;
- Networking with scholars to collaborate on digital projects.

