



SFS Conference Officer

We are looking for expressions of interest in the role of Conference Officer for the Society for French Studies. The Conference Officer sits on the Executive Committee of the Society for French Studies and has overall responsibility for the organisation of the Society's annual conference, a key event within the discipline that attracts delegates from all over the world.

The role is carried out on a voluntary basis, but the Conference officer has a paid assistant throughout the year, and is eligible for some buy-out from regular teaching commitments, if their circumstances allow. They serve as a member of the Executive Committee of the Society for French Studies and their expenses in attending the society's main annual conference are of course covered, as are other expenses associated with the role. The appointment is for 12 months in the first instance, starting in July 2026, and may be renewed. Arrangements are already well underway for the annual conference in Galway in 2027, and we have firm plans to hold the 2028 conference in Edinburgh. Key responsibilities are to:

- act as primary contact point for all matters concerning the SFS annual conference, working closely with the President of the society (note: arrangements for the postgraduate conference are not part of this role);
- line manage the Conference Assistant;
- co-ordinate drafting of conference themes and CFP;
- liaise with the host institution, including any site visit(s) necessary before the conference;
- oversee peer review of paper and panel proposals;
- co-design the conference programme;
- support the Publicity Officer to promote the conference;
- co-ordinate conference registration via the Society's website, liaising with IT officer and web support as required;
- manage the conference budget, including conference grants, working closely with the Society's Treasurer;
- organise conference catering and entertainment;

- organise publishers' stands;
- report on conference-related matters to the Executive Committee, and attend its quarterly meetings. Current arrangements are for online meetings of approximately 2 hours in October and January, a longer in-person meeting in April, and the AGM (in person) at the annual conference. Expenses for attending in-person meetings are covered by the Society.

This is a demanding but highly rewarding and visible role that affords the holder engagement with a wide range of stakeholders in French and Francophone Studies, in the UK, Ireland and beyond. The workload varies over the year. At its busiest, e.g. around registration, or in the weeks before the conference itself, an average workload might be 4–5 hours a week, whereas at other times of the year there is generally less to do.

Please send expressions of interest, together with a brief account of your qualifications for the role and a CV of no more than two pages, to Professor Maeve McCusker (the current vice-president of SFS, who will be president July 2026–July 2028) at m.mccusker@qub.ac.uk.

For informal enquiries about the role prior to the deadline you may contact the current Research Officer, Dr Kate Foster, at kate.foster@kcl.ac.uk

The deadline for applications is **Friday 29 May 2026**.