



## SFS Postgraduate Officer

We are looking for expressions of interest in the role of Postgraduate Officer for the *Society for French Studies*. The successful candidate will be keen to build on the existing work of the Society, and be good at working in a team and to deadlines. The role is carried out on a voluntary basis, but they will become a member of the Executive Committee of the Society for French Studies, and as such will have all their expenses covered to attend the society's main annual conference, as well as the postgraduate conference. The appointment is for 12 months in the first instance, starting in July 2026, and may be renewed.

### Overview of role

As Postgraduate Officer of the Society for French Studies, you will be responsible for the following:

- Organising the Society's annual Postgraduate Conference
- Editing a special issue of *French Studies Bulletin* dedicated to the theme of the Postgraduate Conference (optional)
- Organising the postgraduate workshop and poster competition at the Society's Annual Conference
- Compiling information on recently completed doctorates for publication in *French Studies Bulletin*
- Executive Committee business, including attending quarterly meetings
- Pursuing *ad hoc* collaborations with other societies (optional)

### Commitments

What follows is an indication of the time commitments and tasks included for each aspect of the role.

#### i. **Organising the Society's annual Postgraduate Conference in May**

You may expect preparation of the Postgraduate Conference to take between 2 and 6 hours per week, between December and May. These preparations are usually shared with a postgraduate co-organiser. The task includes developing a conference theme and Call for Papers, advertising the CfP, arranging a keynote speaker, booking a venue, reviewing responses to the CfP, designing a programme and publicity materials, advertising the

programmed conference, responding to participant queries, planning and carrying out the day itself, and producing follow-up materials.

ii. **Editing a special issue of *French Studies Bulletin* dedicated to the theme of the Postgraduate Conference**

This is an optional task and would likely be shared with your co-organiser. It would include editing contributions, writing the introduction, and corresponding with contributors and the FSB Editors. The process would be spread out over 8-12 months, and time spent will vary depending on the number of contributors.

iii. **Organising the postgraduate workshop and poster competition at the Society's Annual Conference**

The Postgraduate Officer works with the Society's Conference Assistant to co-design a postgraduate workshop and organise the poster competition for the Annual Conference. Preparation and communications for these will take around 1-2 hours per week between March and June, plus 2-4 hours to set up before the Conference.

iv. **Compiling information on recently completed doctorates for publication in *French Studies Bulletin***

This quarterly task usually takes between 1 and 4 hours to complete each time, depending on the number of respondents. It includes advertising the call, responding to queries, corresponding with contributors, and editing the notice for publication.

v. **Executive Committee**

As Postgraduate Officer, you will sit on the Society's Executive Committee. This involves becoming a Trustee of the Society and providing a postgraduate perspective in quarterly Executive Committee 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. You might expect to spend a further hour for each meeting to write a report, review the previous meeting's minutes, and carry out follow-up actions. There may also be occasional and optional *ad hoc* tasks for the Committee throughout the year.

## **Opportunities**

The role is an opportunity to gain experience in conference organisation, editing an academic publication, communications, community-building, and engagement on behalf of the discipline at a national and international level. It is also an excellent opportunity to meet other researchers across the field of French studies, in the UK, Ireland, and beyond, at all stages of career development. As noted above, it also offers free attendance (including conference fee, travel and accommodation) at

SFS's main annual conference, usually lasting 3 days at the end of June / start of July, as well as the postgraduate conference.

### **To apply**

We invite applications from postgraduate researchers based in the UK or Ireland working in any area of French studies. We particularly encourage applications from postgraduate researchers from backgrounds that are underrepresented in the field.

Please send a CV of no more than 2 pages and cover letter that outlines any relevant experience and your motivations for applying to the current postgraduate officer, Tobias Barnett (tldb2@cam.ac.uk), by Friday 5 June 2026. You may also approach him before the deadline with informal queries.