

Amsterdam University Press is a medium-sized scholarly press with a growing list of books, journals, and reference works in the humanities and social sciences. We work with authors and editors from all over the world and our publications are distributed globally in print and online. For our growing list in Asian Studies we are looking for a

(Junior) Commissioning Editor Asian Studies – 24 hrs/week

Your role

- Acquire 25-30 books per year that have scholarly merit and commercial viability and that support the mission of the Press;
- Develop new series and reference works such handbooks, acquire conference proceedings, scout for opportunities for journal acquisitions;
- Develop and maintain a network of scholars that are associated with the Press as authors, series editors, or advisors;
- Evaluate proposals (both solicited and unsolicited) and prepare cost calculations and revenue estimations for presentation to Director of Academic Publishing and Director of Sales and Marketing;
- Work with authors and volume editors in preparing manuscripts for peer review, and liaise with colleagues about the peer review process and contracting;
- Ensure authors' adherence to schedules, formatting guidelines, and permissions requirements in preparing approved manuscripts for transmission to the Editorial Department;
- Identify sources of Open Access funding and assist authors in securing these;
- Prepare an annual budget for the assigned list;
- Maintain harmonious and productive relations with authors, series editors, and in-house departments such as marketing, sales, and production;
- Serve as a positive representative of Amsterdam University Press to the outside world;
- Attend (international) scholarly meetings and conferences, keeping abreast of developments in the academic fields of acquisition;
- Report periodically regarding academic fields being handled to management, marketing department and other commissioning editors.

Your profile

The ideal candidate has a background in Asian Studies at a graduate level (MA, PhD) and a genuine interest in the business of scholarly publishing. We are looking for a person who is a creative thinker with an entrepreneurial attitude who sees opportunities rather than obstacles, who can set goals, prioritize responsibilities and work independently. Experience in the commissioning for a scholarly press would be preferable, but we will also consider hiring somebody at the junior level who is willing to learn the trade. The position requires excellent written and oral communication skills in English. A proficiency in one or more Asian languages would be an advantage.

What we offer

A welcoming team of professionals based in the Netherlands and abroad, a salary and benefits commensurate to experience and according to the CAO (collective bargaining agreement) for the printing and publishing industries, hybrid working (at the office and from your home) and plenty of opportunity to learn. AUP is committed to increase diversity among our employees. For this reason we will make this a deciding factor in case of candidates of equal suitability for the position. Learn more about AUP on our website, www.aup.nl/en/about.

Please send a letter of application and your c.v. to Irene van Rossum, i.vanrossum@aup.nl before 30 November 2021.