

# Platform Manager

**Job Title: Platform Manager – Academic Publishing Platforms**

**Location: on location in Amsterdam with option for partly remote**

## ***Position Overview***

**Amsterdam University Press** is looking for a proactive and knowledgeable **Platform Manager** to support and evolve our digital publication platforms for academic journals and databases. Our organization champions **Open Access** and specializes in the **humanities and social sciences**. In this role, you will ensure our platforms are robust, interoperable, and responsive to the needs of authors, editors, and readers.

This is not a programming position, but it does require someone with a keen understanding of publishing technology, metadata workflows, and persistent identifiers. As a **small and mission-driven team**, we value flexibility and a hands-on attitude—everyone pitches in where needed.

## ***Key Responsibilities***

### **Platform Oversight & Development**

- Serve as the primary owner of the publication platforms we use for journals and databases.
- Collaborate with internal colleagues and external technology partners to ensure platform functionality, performance, and scalability.
- Lead or support the rollout of new features, platform improvements, and integrations.

### **Metadata & Interoperability**

- Maintain high-quality metadata workflows in line with standards such as **JATS XML**, **Dublin Core**, and **ONIX**.
- Oversee the management and integration of **persistent identifiers** (e.g., **DOI**, **ORCID**, **ROR**) in content and metadata.
- Ensure alignment with discovery and indexing services (e.g., Crossref, DOAJ, OAI-PMH, library catalogues).

### **Open Access Infrastructure**

- Advocate for and support Open Access workflows and compliance with OA mandates and funder requirements.
- Collaborate with external partners and networks in the open publishing ecosystem.

### **Team Collaboration & Support**

- Work closely with editorial, production, and communications teams to align platform capabilities with publishing goals.
- Participate in hands-on troubleshooting and user support as needed—whether it's a metadata correction, production glitch, or helping an editor with platform tools.

## Qualifications

- Experience in scholarly publishing, library systems, or digital platform management - especially in the humanities and social sciences.
- Understanding of digital publishing infrastructures, persistent identifiers (DOI, ORCID, ROR), and metadata standards.
- Familiarity with platforms such as OJS (Open Journal Systems) or other academic content management systems.
- Strong organizational and communication skills; able to document processes clearly and support non-technical colleagues.
- Comfortable in a small-team environment with a strong collaborative ethic and willingness to "roll up your sleeves."
- An excellent command of English and Dutch.

## Desirable Experience

- Knowledge of open-source platforms and open publishing initiatives.
- Experience with metadata syndication and services such as Crossref, DOAJ, or repository deposit.
- Background in digital humanities, library science, or information management.

## What We Offer

- A mission-driven organization committed to open, equitable, and sustainable scholarly communication.
- A collegial and flexible work culture where initiative and mutual support are valued.
- Opportunities to shape publishing practices at the intersection of technology, scholarship, and access.

Applications (resume and short letter with motivation) can be sent to Anja van Hoek ([a.vanhoek@aup.nl](mailto:a.vanhoek@aup.nl)) before 30 June 2025. She is happy to answer any questions by mail.