

# Editor position at EMS Press

EMS Press is the publishing house of the European Mathematical Society and is based in Berlin, Germany. Our program includes 25 journals, about 12 new books every year and a backlist of over 220 book titles in mathematics. We are expanding our role as a community publisher with innovative publishing products and services.

We are looking for a motivated and well-organised Editor that will work on editorial- and production-related tasks. Reporting to the Editorial Director and working closely with the Production Manager, the Editor will be responsible for the publication of books and journals at EMS Press.

## Role description

- Editorial work on book manuscripts
  - Contact with book authors and management of book projects
  - Editorial and technical evaluation of manuscripts
  - Coordination with production and typesetters
- Editorial support for journals and journal authors
  - Contact with journal authors and editors
  - Overview of article submissions
  - Maintenance of journal editorial workflows
- Occasional travelling to mathematics conferences and help with the acquisition of book projects
- Support for production and typesetting
  - Maintenance of editing and author guidelines
  - Training and support for typesetters (coordination, copyediting)
  - Updates to existing LaTeX style files and templates
  - Collaboration with the technical team to develop automations and standardise workflows
  - Support processing of journal articles and issues for publication
    - Perform mathematical/typographical quality checks
    - Data curation (enter, verify, maintain metadata in our database)

## Requirements

- Background in mathematics (Master's or PhD degree preferable) and experience with mathematical research
- Expertise in LaTeX and mathematical typography
- Working knowledge of electronic and print publishing formats
- Based in Europe, fluent English; working knowledge of German is a plus
- Team work, communication, and networking skills
- Comfortable working independently and with video conferencing tools

## Preferred

- Previous work experience in academic publishing
- Experience in writing and editing research mathematics in English
- Professional networking within the mathematical community
- Experience with books and journals production
- Experience with databases and scripting or markup programming languages
- Perfectionistic work attitude and attention to detail
- Further language skills

## What we offer

- Full time position, with reduction to four days possible, starting as soon as possible
- Competitive salary depending on location and experience (please enquire at [luetzen@ems.press](mailto:luetzen@ems.press) for salary range)
- Flexible working hours (core hours 10:00–15:00 CET)
- Small and dynamic international team
- Office at TU Berlin and/or remote work
- 30 days of annual leave (plus public holidays)
- Training and personal development
- Memberships with organisations in mathematics and/or publishing
- Work with modern tools for project management and communication

Please send your CV to Ilvy Lütze ([luetzen@ems.press](mailto:luetzen@ems.press)) before 18 December 2022. Early applications will be prioritised.

