

Journal Production Editor

EMS Press is the publishing house of the European Mathematical Society and is based in Berlin, Germany. Our program includes 26 journals, and about 12 new books per year and a backlist of over 200 books. We are expanding our role as a community publisher with innovative publishing products and services.

We are looking for a motivated and well-organised Journal Production Editor, working in our office or remotely. Reporting to the Head of Production and working closely with the editorial team, as well as typesetters and service providers, you will be responsible for the timely and high-quality publication of the EMS Press journals online and in print.

Role description

- Management of production process for journal articles and issues from acceptance to publication (electronically and print):
 - Coordinate typesetting and copy-editing with an international team
 - Check data, integrity and quality of articles before publication
 - Publish articles and journal issues on the publisher's platform
 - Compose journal issues, update journal covers
 - Oversee printing and organise shipping
 - Handle invoices for typesetting and printing
 - Record data in the journals' article submission and peer-review system
 - Undertake everyday correspondence with authors and editors
- Collaborate with editorial team on streamlining journal workflows
- Help with IT developments providing production insights

Requirements

- Several years of experience with producing high-quality academic journals (or books) in electronic and print form
- Experience with supervising typesetting, and affinity for typography
- Working knowledge of electronic publishing formats (PDF, XML, vector/raster images, fonts) and printing processes (paper types, bindings, offset/digital, printing on demand)
- Familiarity with relevant metadata and services for academic content, such as Crossref and indexing databases
- Well-organised approach with strong attention to detail
- Team work, communication, and networking skills
- Comfortable working independently and with video conferencing tools
- Motivation to keep up with trends in academic publishing
- Based in Europe, smooth communication in English and German
- Willingness to participate in team meetings in-person at least four times a year

Preferred

- Experience in typesetting mathematical texts in LaTeX
- Ability to use Adobe Acrobat and InDesign (Illustrator and Photoshop are a bonus)
- Familiarity with databases (CMS, SQL, product databases)
- Basic programming skills in scripting languages (e.g., Python, Lua, JavaScript/TypeScript, bash) or markup languages (HTML, XML)

What we offer

- Full-time position with immediate starting
- Competitive salary depending on location and experience
- 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)
- First-hand experience of the newest international trends in academic publishing
- Training and personal development
- Memberships with main (publishing) industry organisations
- Work with modern tools for publishing and communication

Please send your CV to Ilvy Lützen (luetzen@ems.press) before 10th Sep 2023. Early applications will be prioritised.

