

Production Assistant

EMS Press is the publishing house of the European Mathematical Society and is based in Berlin, Germany. Our program includes 25 journals and about 15–20 new book titles per year, with a backlist of over 250 books. We are expanding our role as a community publisher with innovative publishing products and services.

We are looking for a well-organised, detail-oriented, and motivated colleague with an interest in mathematics to assist our production team on a part-time basis. The role is an entry-level position offered for a fixed term of one year (with potential to extend), and would be ideal for a working student or similar candidate. Reporting to the Head of Production and working closely with the editorial team, you will assist with the timely and quality-driven publication of the EMS Press journals and books online and in print.

Role description

This position is an entry-level role and would suit someone keen on developing hands-on experience in a busy academic publishing house.

Core responsibilities include:

- Pre-publication screening of journal articles and books in various fields of mathematics
- Assistance with publishing articles, journal issues and books, on the publisher's platform
- Data collection and collation for internal and external use
- Editorial assistance as required

What we expect

- Experience with reading mathematical texts, basic knowledge of LaTeX
- Familiarity with handling data and working with spreadsheets
- Teamwork and good communication skills
- Comfortable working independently and with video conferencing tools
- Based in Germany, Hungary, UK, or Switzerland
- Professional communication in English and some German would be an advantage
- Willingness to occasionally participate in team meetings in person

What we offer

- Part time position (16–20 hours per week)
- Employment for one year with immediate start and potential to extend
- Gross salary of 13.70 EUR/h
- Flexible working hours

- Small and dynamic international team
- Office at TU Berlin and/or remote work
- First-hand experience of the newest international trends in academic publishing
- Training and personal development with corporate access to several professional associations
- Work with modern tools for publishing and communication

Please send your CV to Ms Ilvy Lützen (luetzen@ems.press) before 22 September 2024. Early applications will be prioritised.

