

Executive Editor

Job description

EMS Press is a Berlin-based mathematics publisher, owned by the European Mathematical Society. Our program includes 20 journals, 15 new books per year and a backlist of 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 executive editor to join our geographically distributed team. Reporting to the CEO, you will be responsible for journal and book acquisitions as well as maintaining and developing relationships with our editors and authors. Around 20% of the role will be dedicated to planning and bringing to life new and innovative products with the wider team.

Role description

- Manage journal program
 - Maintain and develop relationships with editors
 - Assist with introduction of new technology and services
 - Monitor and improve journals indexing and metrics
 - Manage rotation of editorial boards
- Manage book program
 - Maintain and develop relationships with authors and series editors
 - Acquire books and series in line with portfolio development strategy
 - Assist authors with developing their book for target audience
- Supervise entire publication process for journals and books
 - Monitor publication process and deadlines
 - Coordinate with Production
 - Implement new publishing formats with Production (online, print-on-demand)
 - Ensure adherence to high quality and ethical standards for publications
- Plan and implement new products
 - Identify needs of editors, authors, and readers for planning new products and services
 - Coordinate with Technology
 - Profit and loss calculation with Business Development
 - Realise new products, e.g., constitute an editorial board
- Liaise with Marketing regarding publication schedule and promotion
- Attend mathematics conferences

What we offer

- Full time position
- Competitive annual salary depending on location and experience (enquire for salary range)
- Flexible working hours
- Small and dynamic international team
- Office at TU Berlin and/or remote work
- 30 days of annual leave (plus public holidays)
- Work with modern tools for project management and communication

Requirements

- Must be willing to travel monthly for team meetings
- Several years of editorial experience at an academic publisher
- Motivation to keep up with trends in academia and academic publishing
- Experience of portfolio development and author acquisition
- Ability to multitask and communicate priorities to wider team
- Fluent English

Preferred

- Well-connected in the mathematics community
- Experience with a geographically diverse team and remote working
- Self-motivated and disciplined

Please send your CV, salary expectations and possible start date to André Gaul (gaul@ems.press). Early applications will be prioritised.

First posted on January 24th, 2020.