

POSITION ANNOUNCEMENT

JOB TITLE	MANAGING EDITOR
TYPE OF VACANCY	CONTRACTUAL
DEPARTMENT/UNIT	OFFICE OF THE EXECUTIVE VICE PRESIDENT
REPORTS TO	EXECUTIVE VICE PRESIDENT
<p>SUMMARY: The Managing Editor is responsible for shepherding titles through the publication process and ensuring their success. They work closely with the UB Press Editorial Board to determine the strategic direction of the press and secures titles for publication.</p>	
<p>DUTIES & RESPONSIBILITIES: The position of Managing Editor, is required to perform a variety of tasks including, but not limited to, the following:</p> <ul style="list-style-type: none"> ➤ Meeting annual target for new titles as agreed by the University Press Editorial Board. ➤ Helping conceptualize new projects and identifying appropriate authors. ➤ Collaborating with outside editors of assigned series. ➤ Managing the peer review process. ➤ Presenting projects to the University Press Editorial Board. ➤ Identifying appropriate grant-making sources for book and series support, when available. ➤ Negotiating publication contracts in consultation with the University's General Counsel. ➤ Working with authors on manuscript development, preparation, revisions, and formatting. ➤ Collaborating with graphic artists and printers on copyediting, design, and production. ➤ Working with designers to develop concepts for packaging, reviewing catalog and jacket copy, and collaborating with University stakeholders to promote titles ➤ Soliciting reviews from external referees and instructors, keeping review schedules on track and ensuring a diverse pool of reviewers. ➤ Remaining current with publishing trends and developments. ➤ Ensuring that the Press utilizes print and electronic modalities for the delivery of its titles ➤ Managing all necessary editorial aspects of the publishing process while working closely, collaboratively and collegially with the University and external stakeholders. ➤ Managing an annual budget and working with the Editorial Board and other University stakeholders to ensure the financial sustainability of the Press. 	
<p>REQUIREMENTS:</p> <ul style="list-style-type: none"> ➤ Creativity and intellectual curiosity ➤ Impeccable reading, writing and editing skills ➤ High emotional intelligence ➤ Excellent interpersonal skills ➤ Ability to build and lead a team ➤ Excellent verbal and written communication, with strong values around teamwork ➤ Ability to pay keen attention to details and multi-task ➤ An ability to meet deadlines in a fast-paced working environment ➤ Strong organizational skills in planning, prioritizing, and organizing workloads ➤ Ability to maintain confidentiality of records and information ➤ Strong proficiency in Microsoft Office (Word, Excel, PowerPoint, and Publisher) and Adobe Acrobat 	



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QUALIFICATIONS:

- Master's degree is preferred and at least 5 years of experience as a full time or freelance writer/editor or as a published, peer-reviewed author/editor.
- One to two years of book publishing experience at a university press, scholarly publisher, or a trade publisher is preferred, but not required

Salary Grade	CONTRACTUAL
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Date Published	July 20, 2023
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Application End Date	August 3, 2023
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Date to be Removed	August 3, 2023
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Requested Information: Interested applicants should submit the following electronically to the Human Resources Department Application Portal (*Use the Position Listing to select the job opening*). The following documents are required to complete the application:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- At least three (3) written, professional references

<https://ubhrapply.info/PeopleFirst>

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Managing Editor.