

**Job Title: Managing Editor**

**Classification: Exempt**

**Date: March 2020**

### **Summary/Objective**

We are seeking a dynamic part-time (25 hours per week) Managing Editor who will help support the strategic development of select titles within the APS journal publishing program.

### **About APS Publications**

APS Publications are dedicated to the advancement of physiological research, examining major physiological systems from the cellular and molecular to the organ and system level. With 16 distinguished scientific peer-reviewed journals the program seeks to provide a best in class publishing service for our authors, reviewers, editors and the physiology community.

### **Essential Duties**

- Partner with the editors on the strategic development of the journals within responsibility and continually strive to raise the profile of the journals within the scientific community, determined collaboratively with the Editor-in-Chief, Associate Editors, Editorial Board and the APS publications team.
- Proactively develop the journals' reputation in the market and ensure the ongoing competitive position of the journals by supporting content development initiatives to capture quality research (e.g., review articles, themed collections and calls for papers, editorials, guidelines, perspectives, and online value-added features).
- Coordinate regular promotion of the journals through various social media platforms and work with editors to oversee special editorial projects. Special projects will vary by journal at the discretion of the Editor-in-Chief but may include paper of the week or year, star reviewer recognition, image of the week, cover art coordination, junior reviewer program, and newsletters.
- Plan and manage daily workflows that ensure timely and accurate delivery of a high-quality product.
- Track and report on journal performance, track Associate Editor and Editorial Advisory Board activity, organize and participate in regular planning meetings with editorial team.
- Produce presentations and reports, monitor collections and citations, and support new Associate Editor training and onboarding.

Occasional travel required to attend in-person meetings and conferences to represent the journals.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.



### **Competencies**

1. Experience in scholarly publishing, specifically in a scientific or medical publishing setting;
2. Knowledge of editorial processes, scientific peer review;
3. Excellent oral and written communications skills for both scientific and lay audiences, including presentation and collaboration skills;
4. Strong prioritization and time management skills and the ability to meet tight deadlines;
5. Astute data analysis skills, including creating metrics to track and evaluate journal performance and monitor market trends in order to maintain a competitive advantage;
6. Experience in marketing and outreach, including use of social media to build a brand or establish a community;
7. Excellent networking skills and editorial acumen;
8. Highly motivated and achievement oriented.

### **Required Education and Experience**

1. BA or BS
2. 9+ years of relevant experience

### **Preferred Education and Experience**

1. Scientific background is desirable with an advanced degree (Masters or above).

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.