

Position: Assistant Managing Editor, Journal Productions – 06-120

Division: Publications

Department: Journals Publishing Group

Summary: This position is responsible for supervising the production tasks for the news and features sections of three hybrid journals (*Analytical Chemistry*, *Environmental Science & Technology*, and *Journal of Proteome Research*), an annual booklet called the *Pittcon Pocket Guide*, and materials related to these publications. The news and features sections of these journals are published in print monthly (twice per month for *Environmental Science & Technology*), and stories are posted online weekly.

We operate in a changing environment, so we seek someone who will evaluate our processes start to finish, find ways to streamline and update them, and implement new processes as we move forward online. All of these publications are subject to strict deadlines.

**Minimum
Qualifications:**

- College degree in English or another relevant discipline (or equivalent experience) required.
- 7+ years of editorial experience required.
- Familiarity with scientific publishing is preferred.
- Excellent written and oral communication skills and outstanding organizational skills are necessary.
- The ideal candidate has previous management experience, a thorough knowledge of copyediting, and a solid understanding of chemistry or related science.

**Position
Accountabilities:**

1. Manages production tasks, including circulating and tracking materials, coding files for layout, verifying the accuracy of changes made to pages, and releasing the issues. Works with editors, art directors, and other production staff to ensure consistent and appropriate implementation of publication standards and designs.
2. Supervises production staff members and copy editors. Hires, trains, and motivates staff members, providing effective and timely feedback and delegating responsibilities based on the evolving needs of the publications. Ensures that performance appraisals and development plans are completed on time.
3. Works with staff in the Washington and Columbus offices to develop publication schedules. Ensures that publications are released on time and in good condition.
4. Evaluates the current print and web workflows and procedures, recommends improvements, and implements changes as needed.
5. Works with editors, art directors, and other staff to develop workflows and procedures for new web activities.
6. Manages production of special projects, including the *Pittcon Pocket Guide*.
7. Advise the staff of new trends and tools that will streamline and otherwise improve production.