

## **Latin America Research Commons Managing Editor / Production Manager**

The Latin American Studies Association is seeking a Managing Editor / Production Manager for its new Latin America Research Commons (LARC) open access press. LARC is *“un portal completamente abierto a las investigaciones y estudios más avanzados sobre Latinoamérica, principalmente en español y portugués, fundado por la Asociación de Estudios Latinoamericanos (LASA, por sus siglas en inglés). La misión de LARC es ofrecer una plataforma de acceso abierto para facilitar la difusión de investigaciones originales en Latinoamérica y el Caribe, para contribuir a una discusión intelectual más rica, a la investigación y la enseñanza en la región ayudando a superar barreras económicas y geográficas para dejar fluir libremente las ideas”*.

The Managing Editor will be responsible for coordinating the activities of the Press (book publishing and the hosting journals on the LARC website) and overseeing the entire publishing process, including copyediting, design, typesetting, and the pre-press finalization of titles. The Managing Editor will engage in regular communications with LARC authors, editors, vendors and others as needed. This person will also play a critical role in the development and implementation of new production processes for the Press, as well as develop and regularly monitor performance, reporting on key metrics, and set improvement goals, in addition to meeting key target publication dates.

The ideal candidate will possess proven management skills and experience working in an academic publishing environment. He/she will possess an ability to organize, prioritize, and problem-solve in a setting with rapidly changing needs and deadlines. This person will have strong technical and editorial skills, and have at least intermediate proficiency in editing and the following Adobe Creative Suite design software: InDesign, Illustrator, Photoshop, and Acrobat. They should be able to learn new software programs and processes quickly, possess an innate knowledge of the inner workings of publishing, and have the drive and direction to complete their work thoroughly, efficiently, independently, and on time.

### **QUALIFICATIONS**

- Proficiency using computer software, includes Microsoft Office, Adobe Creative Suite (5 or higher) with an emphasis on InDesign, Illustrator, Photoshop, Acrobat, Word, and Excel
- Experience with academic publishing workflows and comfort working within an expanding digital workflow system
- Professional demeanor paired with strong interpersonal and communication skills (written and verbal), including the ability to present information clearly one-on-one and in group settings
- Dedication to developing positive relationships with team members and colleagues
- Thorough understanding of Spanish and English grammar
- Superb attention to detail
- Strong analytical skills
- Ability to work well under pressure in an environment of rapidly changing deadlines and priorities, and to meet or exceed expectations
- Motivation to work independently

- Excellent capacity for organization, time management, and multi-tasking, along with the ability to balance multiple priorities simultaneously
- Exceptional decision making and problem solving skills
- Ability to work cohesively and productively with colleagues, paired with proven skills to motivate and set an example for direct reports
- Willingness to adapt to fast-changing processes and procedures that improve efficiency
- Some experience with copyediting and style guides, specifically *The Chicago Manual of Style*, is preferred

**MINIMUM EXPERIENCE**

- Previous experience working with a press is required, with at least 10 years of experience
- Spanish, Portuguese, English required
- Minimum Education: Masters degree
- Technical proficiency in listed software programs and knowledge.
- Preference will be given to candidates with experience in both print and digital production

**JOB TYPE:** Full Time

**SALARY:** Commensurate with experience