

## **Job Opening: Associate Acquisitions Editor - Biblical Studies**

Gorgias Press, a leading academic publishing house based in Piscataway, NJ, is seeking to hire an Associate Acquisitions Editor in Biblical Studies.

### **Job Summary**

The Associate Acquisitions Editor will work on a part-time basis alongside the Senior Acquisitions Editor on an active acquisitions program in the field of Biblical Studies. The Associate Acquisitions Editor should have a scholarly background in Biblical Studies (especially historical criticism, archaeology, reception history, and/or interpretation and exegesis), and should be competent in both the Hebrew Bible and New Testament. He/she will have the necessary expertise to seek, identify, and evaluate book proposals and manuscripts submitted to the Press, identifying suitable manuscripts for publication, and sending manuscripts for external peer review. He/she will maintain a database of proposals and manuscripts under review and research appropriate reviewers for projects. If a manuscript is accepted for publication, the Associate Acquisitions Editor will liaise with the author on contracts and submission style guidelines, and, where necessary, with other Gorgias Press team members on any issues relating to the design, production, and marketing of the forthcoming book. He/she may be asked to travel to scholarly conferences representing Gorgias Press, to meet with authors and discuss potential manuscript acquisitions.

This part-time and flexible role would suit a self-motivated and detail-oriented individual working in an academic setting. Work can be done remotely. Previous publishing experience is beneficial but not required.

### **Candidate Competencies**

- A scholarly background in Biblical Studies (either an M.A. with at least one publication or a Ph.D. in a related area)
- Excellent written and verbal communication skills
- Excellent analytic skills
- Volume of work requires exemplary organizational skills and attention to detail
- Strong proofreading, word processing, and spreadsheet skills
- Ability to handle confidential matters
- Excellent command of written English
- Knowledge of grammar, punctuation, spelling, and style
- Ability to comprehend and evaluate academic writing

To apply for this position, send your CV, cover letter, and contact details for two referees to Jeff Haines ([jeff@gorgiaspress.com](mailto:jeff@gorgiaspress.com)). The position will remain open until filled.

We will seek to meet and interview candidates for this position at the Annual Meeting of the Society of Biblical Literature (Atlanta GA: November 21-24 2015).