

Associate Acquisitions Editor

Early Christianity and Patristics Gorgias Press, a leading academic publishing house based in Piscataway, NJ, is seeking to hire an Associate Acquisitions Editor in Early Christianity and Patristics.

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 Early Christianity and Patristics. The Associate Acquisitions Editor should have a scholarly background in Early Christianity, Patristics, Religion, Theology and/or religious manuscript studies. 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. Previous publishing experience is beneficial but not required.

Candidate Competencies

- € A scholarly background in the subject 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 relevant modern and ancient languages would also be beneficial)
- € 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 Zack Wainer (<mailto:zack@gorgiaspress.com>).

The position will remain open until filled.