Acquisitions/Senior Acquisitions Editor-University Press-University of Illinois System - Urbana

The University System Office seeks an Acquisition Editor/Senior Acquisitions Editor to be a member of the acquisitions program involved in discussions of focus and direction of publishing program. This position is responsible for acquiring at least 20 to 25 books per year that have scholarly merit and commercial viability and that support the mission of the Press.

This position will build and expand lists in a number of humanities and social science disciplines, helping achieve goals set by Press Director and Editor-in-Chief for acquisitions program. This position will also mentor junior staff and engage in outward facing activities such as publishing talks. At the senior level, the position assists the editor-in-chief in managing acquisitions department.

**Duties and Responsibilities**

Develop lists in relevant subject areas

2. Prepare descriptions of projects (both oral and written) and present to press committees and boards. Report periodically regarding academic fields being handled to Editor-in-Chief and other acquisitions editors.
3. Estimate costs and revenues for projects under consideration. Identify sources of outside funding and secure grants to offset publishing expenses. Negotiate contracts.
4. Ensure authors' adherence to schedules, formatting guidelines, and permissions requirements in preparing approved manuscripts for transmission to the Editorial Department.

https://www.aaihs.org/resources/af-am-job-openings/
Outreach
1. Represent the Press at scholarly meetings and conferences, keeping abreast of developments in the academic fields of acquisition. Some travel required.
2. Present publishing talks and workshops that increase the visibility of the Press to the University and the scholarly community more broadly.
3. Contribute to a culture of teamwork, continuous learning, and collegiality within the department and with other groups at the Press. Foster innovation and cross-departmental collaboration and contribute to Presswide initiatives. Serve as a positive representative of the Press to the public.

Staff development
1. Train, mentor, advise, and supervise acquisitions staff as needed. Participate in professional development initiatives.

Other
1. Other duties and responsibilities appropriate for an Acquisitions or Senior Acquisitions Editor.

**Additional Duties and Responsibilities - Senior Acquisitions Editor**
1. Assist the editor-in-chief in managing acquisitions department.
2. In consultation with the editor-in-chief serve in leadership role in departmental meetings and/or retreats.

**Education and Experience Acquisition Editor**
*Required:*
1. Bachelor's degree.
2. Two years of publishing experience demonstrating knowledge of and commitment to advancing and advocating for scholarship. Master's degree may be substituted for one (1) year of work experience.

**Education and Experience Senior Acquisition Editor**
*Required:*
1. Five or more years of work in book publishing, with at least two years of full-time experience in acquiring scholarly or serious trade books.
*Preferred:*
1. Graduate degree.

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Knowledge, Skills and Abilities

1. Track record of working successfully with scholars.
2. High degree of organization and follow-through.
3. Excellent verbal and written communication skills.
4. Excellent networking skills.
5. Computer proficiency.
6. Ability to balance multiple competing demands.
8. Ability to inspire trust.
9. Acquisitions and/or scholarly publishing experience in the humanities and/or humanistic social sciences. Familiarity with subject areas and scholarly networks within history and American studies, women’s, gender, and sexuality studies, and/or African-American studies.
10. Familiarity with all stages of the publishing process.

SALARY AND APPOINTMENT INFORMATION

This is a full-time Civil Service Program Assistant position appointed on a 12-month service basis. The expected start date is as soon as possible after October 5, 2020. Salary is commensurate with experience.

TO APPLY:

Applications must be received by October 5, 2020. Apply for this position by going to http://jobs.illinois.edu. If you have not applied before, you must create your candidate profile at http://jobs.illinois.edu. If you already have a profile, you will be redirected to that existing profile via email notification. To complete the application process:

Step 1) Submit the Staff Vacancy Application.
Step 2) Submit the Voluntary Self-Identification of Disability forms.
Step 3) Upload all of the following:
• Cover letter for this position
• resume (months and years of employment must be included)
• academic credentials (unofficial transcripts or diploma may be acceptable) for all degrees attained
• names/contact information for three references

In order to be considered as a transfer candidate, you must apply for this position by going to http://jobs.illinois.edu. Applications not submitted through this website will not be considered.

For further information about this specific position, contact Angela Foster at anfoster@uillinois.edu. For questions about the application process, please contact 217-333-2137.

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African American Intellectual History Society

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The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit http://go.illinois.edu/EEO.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

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