Title: Managing Editor, Journal of Palestine Studies
Position Type: Full-time, in person
Location: Institute for Palestine Studies, Washington, DC

WHAT WE DO AND OFFER OUR TEAM

The Journal of Palestine Studies (*JPS*) is a refereed multidisciplinary journal published by Routledge, Taylor & Francis on behalf of the Institute for Palestine Studies. Since its founding in 1971, *JPS* has been the English-language academic journal of record on Palestinian affairs. It publishes original articles that span the humanities and social sciences, including, but not limited to, history, political science, international relations, law, economic development, geography, sociology and anthropology/ ethnography, as well as gender and queer studies, literature, and the arts.

JPS is the flagship publication of the Institute for Palestine Studies, an independent, non-profit research institution, established in Beirut in 1963. IPS-USA and its parent organization, IPS, are unaffiliated with any political organization or government and maintain full editorial independence. The mission of IPS-USA is to conduct research and publish English-language content on Palestinian affairs, which in addition to *JPS* includes the *Palestine Square* blog, the *Current Issues in Depth* monograph series, and full-length books.

IPS-USA provides significant opportunities for professional development in a highly collaborative working environment where everyone is dedicated to the proposition that regarding Palestine, the facts, coherently presented, speak for themselves. IPS-USA offers flexible work schedules, a 401K, health insurance benefits, including dental and vision, as well as life insurance.

WHAT THE MANAGING EDITOR DOES

The Managing Editor position is key to the successful acquisition and development of material for publication in *JPS*, shepherding the manuscript and peer-review process from initial submission to publication decision. The Managing Editor serves as the primary contact for submitting authors, peer reviewers, and book reviewers, working in close collaboration with the Journal's two Co-editors to assess manuscripts, in coordination with the Associate Editor, Assistant Editor, and the Editorial Board. Using Scholar One, the Managing Editor ensures a smooth and streamlined process throughout, cultivating and maintaining a wide network of relationships with authors and prospective authors, and attending conferences, panels, and other events that advance the Journal's reach and exposure. The Managing Editor reports to the journal's Associate Editor.

Specific Responsibilities:
- Manage peer review and manuscript process using ScholarOne software
  - From initial author submission through peer review to acceptance & handover to editing/production

- Manage correspondence with authors, editors, and reviewers
- Set and enforce deadlines
- Solve problems & tactfully navigate issues that arise in the manuscript process
- Assist editors, authors, & reviewers with ScholarOne when necessary
- Work closely with co-editors to choose and assign peer reviewers and readers
- Manage Recent Books (book review) section working closely with Book Review Editor
  - Identify new Palestine studies books for review
  - Arrange for review copies both for journal office and book reviewers
  - Correspond with (prospective) reviewers, solicit reviews, set and enforce deadlines
  - Edit and format book reviews
- Manage Weekly Editorial Team Meeting
  - Produce and distribute meeting agenda, including detailed status review of all *Journal* content currently in planning, editing, or production
  - Facilitate meeting
  - Take meeting notes, distribute to team, and archive
- Work as a part of a very small editorial team
  - Coordinate with Scholar One Journal Editorial Office as well as co-editors, associate editor, assistant editor, and with Editorial Board as needed
  - Participate in regularly scheduled video meetings with editorial team
  - Contribute to the shaping of editorial policies and practices
  - Offer input and suggestions on content in upcoming journal issues
- Cultivate relationships with Editorial Board and keep in close contact with board members
- Cultivate and grow scholar network
- Merge or update reviewer/author records to maintain an up-to-date database/scholar pool
- Reports to the journal's Associate Editor

WHAT THE MANAGING EDITOR BRINGS TO THE TEAM

The successful candidate for Managing Editor will possess in-depth knowledge of Palestine, a solid understanding of current events and trends, as well as a good grasp of the wider constellation of political and other actors associated with Palestine and the history of the Palestinian question. A solid grounding in Palestine studies and the surrounding literature is required.

- Requirements:
  - A Master's in Palestine studies, Middle East studies, or a related field
  - 2+ years of experience in academic publishing that includes familiarity with the editorial and peer review processes
  - Experience with ScholarOne manuscript software
  - Expertise in Microsoft Word and Outlook; knowledge of SharePoint; familiarity with MS Excel, Salesforce, & Adobe Creative Suite
  - Expertise and prior experience using Chicago Manual of Style, 17th ed.

- Other qualifications:
    - Basic knowledge of Arabic, Hebrew is a plus
    - Authorized to work in the United States

- Competencies
    - A superior command of the English language, excellent writing and editorial skills
    - Outstanding attention to detail and organizational skills
    - Sound editorial judgment and excellent interpersonal skills
    - Demonstrated ability to work collegially and effectively with others, adding value in the form of complementary skills, and contributing ideas, opinions, and feedback
    - Demonstrated leadership, problem-solving, & decision-making skills
    - Ability to exercise highest level of discretion on confidential matters
    - Ability to multitask, prioritize assignments, and meet deadlines
    - Ability to be discerning about when to take action and when to seek guidance
    - Ability to work both collaboratively and independently, varying by task and deadline
    - Interest in professional development and in learning and applying new hard and soft skills
    - Interest in the scholarly publishing industry and participation in events and conferences
    - Time-management skills to ensure that tasks are completed in a timely way.

TO APPLY:

For consideration, please submit your application to Stephen Bennett at stephenbennett@palestine-studies.org. Applications must include a **cover letter, resume, desired salary, and contact information for three professional references, of which one should be a supervisor.** Please, no phone calls. The successful candidate for this position will be subject to a pre-employment background check.

Applications that are submitted without the required documents are considered incomplete and will not be reviewed.

The Institute for Palestine Studies-USA is committed to a work culture of inclusion and connectedness with the wider world. We value individual differences, life experiences, knowledge, and the range of talents that employees invest in their work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age.