

MANAGING EDITOR (freelance contract)

Journal of Latin American Studies

Cambridge University Press is looking to appoint a part-time freelance managing editor to provide assistance to the editorial team of the *Journal of Latin American Studies*. This individual will work with an engaged and busy editorial team, playing a central role in the publication of one of the world's leading area studies journals.

The managing editor will serve as the primary point of contact and guidance for authors and reviewers, carefully coordinate in support of the Editors the submission, review and production of articles. The managing editor will be primarily focused on running day-to-day journal operations, though they will also be encouraged to contribute meaningfully to the new relationship with the journal's host institution, and will hold an honorary research affiliation with the institute and certain associated privileges.

The successful candidate will have a postgraduate degree in Latin American Studies or a closely related discipline, ideally with working proficiency in the languages of the region. Familiarity with online peer review systems such as ScholarOne or experience working in some capacity with a scholarly publication would be an advantage.

The key duties of the managing editor will be:

- Administrative processing of articles and reviews; distributing new submissions to the editors; managing ongoing correspondence among the editors, authors and reviewers; and tracking submissions, resubmissions, proofs and corrections.
- Representing the first point of contact at the JLAS office; responding to enquiries; logging submissions and maintaining the accuracy of database information and instructions for contributors.
- Supporting the Book Review Editor in managing the solicitation of reviews and dispatch of books.
- Coordinating certain stages of the production process with the journal's Editors, external copyeditors and translators, and Cambridge University Press.
- Assisting in the management of the journal's academic Editorial Board, including helping to organise and keeping minutes for the annual board meeting.
- Contributing ideas for programming and co-organising joint events and other initiatives carried out by the journal's host institution in conjunction with the journal, which may include lectures and workshops.

It is anticipated that such duties will require the equivalent of twenty hours per week, although there will be some predictable ebb and flow in the distribution of these hours according to the publication cycle. The managing editor will work remotely on a freelance basis.

Payment will be made at an hourly rate of £20/hr, up to a maximum of 80 hours per month. This position will be based in the United Kingdom.

Please direct all applications, and any questions, to Chris McKeen, Cambridge University Press, chris.mckeen@cambridge.org.