

Coordinator - Publishing

Responsible for: supporting the Society's academic publishing programme.

The Publishing Coordinator is a frontline team member managing day to day operations such as manuscript submission and handling working with authors, senior editors and associate editors around New Zealand. They contribute significantly to ensuring all Society journals are of the highest possible quality.

Brief background to publishing activities:

The Society publishes seven science journals quarterly in print and online, as well as one social sciences journal biannually, online only.

The Society works with an overseas-based scholarly publisher, Taylor & Francis, who handle all journal production and subscriptions. All editorial work is carried out by the Society through a team of editors based at research establishments in New Zealand and overseas. These editors handle all peer-review and editorial decisions. The Society's editorial office appoints editors and provides support to the journals' communities.

Publishing Coordinator's key tasks:

- Provide administrative and editorial support and advice to Senior and Associate editors for each journal.
- Provide submission and publication advice to authors.
- Support all aspects of the publication process from manuscript receipt to publication.
- Promote the journals to the relevant author communities via website, social media, conferences.
- Provide an initial point of contact with the publishing team. Liaise with relevant people where appropriate.
- Work with Publishing Team to maintain editorial standards. Contribute to formal training sessions.

Key competencies

- Information technology – an understanding of database management and online scholarly publishing platforms (ScholarOne or similar); familiarity with Adobe Creative Cloud software including InDesign; experience in Microsoft Office; experience in using tele/video conferencing software.
- Communication – effective communication skills for working with a wide range of people; effective oral communication skills for seminar/conference presentation; effective written communication skills; high level of social media skills for promoting the journals and articles.
- Flexibility and adaptability – a willingness to step in and with supporting the editorial team, the manager, and editors; help out others within the wider Royal Society with proofreading, writing and other tasks.
- Excellent attention to detail.
- Experience in the academic publishing environment, including a working familiarity with online journal submission systems/databases (ScholarOne, Editorial Manager or similar).
- Knowledge of the research environment in NZ or overseas.
- Experience in relationship management, project management.