Job Title: Serial and Reference Manager	Full-/Part-Time: full-time
Department: SBL Press	Salary/Hourly: salary
Reports to: Director, SBL Press	Benefits: retirement, medical, and dental

Position Overview

The Serial and Reference Manager will be responsible for managing publication of two SBL Press serials (*Journal of Biblical Literature*, *Review of Biblical Literature*) and for developing self-standing reference works across the field of biblical studies and its cognate disciplines.

Essential Job Functions

Journal of Biblical Literature (managing editor)
- oversee *JBL* personnel's use of online journal management software (Scholastica)
- coordinate with the *JBL* general editor the peer review of proposed articles
- report to the Press director every two months on the status of proposals as it relates to the publication workflow and time line
- manage the issuing and processing of author contracts, as well as answer contract-related questions
- determine with the general editor the contents of each issue so as to expedite publication of articles without exceeding *JBL*'s page budget
- direct production (copyedit, typeset, proofreading) with *JBL*'s production contractor
- review copyedited manuscripts to ensure conformity to *The SBL Handbook of Style* (2nd ed.)
- coordinate the distribution, correction, and approval of proof pages with authors and the general editor
- review all *JBL* advertising, then forward it to the production contractor for placement
- coordinate with the Press production manager and with the SBL subscription manager the printing and mailing of published issues to *JBL* subscribers
- oversee the distribution of the electronic file of each issue to JSTOR and all other licensed vendors
- review electronic bluelines and either alert production manager to corrections or authorize printing
- collect, review, code for accounting, and authorize for payment all *JBL*-related invoices
- create annual reports on the publication history, ranking, and financial performance of *JBL*

Reference-Work Development
- consult with SBL members about foundational resources needed for teaching and research
- present to the Press director and SBL executive director at least once every six months a proposal for a new reference-type work (handbook, companion, dictionary) that meets an identified need
- shape each approved project, including the appointment of volume editors, contents to be included, length, price, and other publication specifications
- coordinate with volume editors the assignment of articles/chapters to qualified scholars, then issue contracts to all assigned authors
- coordinate with the Press production manager the scheduling and production of each work
- coordinate with the Press sales manager the early distribution of metadata and any focused marketing to promote sales of the work

- negotiate and manage any licensing of the content of the work to software developers or electronic content vendors

Review of Biblical Literature (co–managing editor) (12–18 months after hire)
- work with the Press director and *RBL* general editor to nominate qualified scholars to the editorial board
- train and provide support to editors in the use of the *RBL* administrative website for offering available copies to potential reviewers
- assist the co–managing editor with the daily *RBL* workflow, including determining books to be offered for review, managing the *RBL* assistant, and responding to emails from reviewers, publishers, and readers
- coordinate editorial vetting of all reviews prior to publication
- copyedit and publish online ten to fifteen reviews on a roughly weekly basis, for a total of 450 to 500 reviews a year
- create *RBL* weekly newsletters and coordinate their distribution to subscribers with the SBL manager of membership and subscriptions
- coordinate the general editor's selection of reviews for the RBL annual print edition, then manage with Press staff the production of that volume

Qualifications and Skills
- graduate-level degree (at least MA; PhD preferred) in biblical studies or a cognate field
- a working knowledge of the entire breadth of biblical studies, including the various literatures, languages, and contexts, as well as traditional and emerging methodologies
- demonstrated experience developing, shaping, acquiring, and/or editing academic books in biblical studies; experience with the publication of academic reference works is a plus
- competency with the usual software programs for book publishing, such as MSWord, MSExcel, and Acrobat; facility with InDesign, Photoshop, or Illustrator is a plus
- technological aptitude for learning software needed to maintain records and create reports or to apply appropriate developments to the assigned work flow (e.g., Unicode fonts, XML)
- independence and ambition not only to recognizes need or problems but also take the initiative to meet or solve them
- personal commitment to meeting challenges, solving problems, and broadening one's own skill set and knowledge of publishing and its many technological advancements

About the Society of Biblical Literature
The Society of Biblical Literature, founded in 1880, is the oldest and largest learned society devoted to the critical investigation of the Bible from a variety of academic disciplines. The mission of SBL is to "foster biblical scholarship," which it accomplishes by organizing academic conferences, publishing books and journals, providing professional support for members, and advocating for the humanities in higher education. SBL offers its members opportunities for mutual support, intellectual growth, and professional development and is a member of the American Council of Leaned Societies. The Society is an independent, international nonprofit 501(c)3 organization, with its headquarters in the Luce Center on the campus of Emory University.

To Apply for the Position
Please send a résumé and a cover letter to Bob Buller at bob.buller@sbl-site.org. We invite you to visit our website at www.sbl-site.org to learn more about the Society.