

Job Title: Serials Manager	Full-/Part-Time: full-time
Department: SBL Press	Location: Atlanta, SBL office
Salary/Hourly: salary	Benefits: retirement, medical, and dental

## Position Overview

The Serials Manager's primary responsibility will be to manage publication of two SBL Press serials (*Journal of Biblical Literature*, *Review of Biblical Literature*) and to provide support as needed to other SBL serial publications. The Serials Manager will also copyedit a limited number of book manuscripts per year and will assist with general book production as needed.

## 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
- monitor on an ongoing basis 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 limits
- direct production (copyedit, typeset, proofreading) with *JBL*'s production contractor
- review typeset 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
- manage all aspects of *JBL* advertising, including solicitation of ads and coordination of billing with the Accounting department
- review all *JBL* advertising and forward ads to the production contractor for placement
- coordinate with the Press Production Manager and with the SBL Manager of Membership and Subscriptions the printing and mailing of published issues to *JBL* print subscribers
- oversee the distribution of the electronic file of each issue to JSTOR and all other licensed vendors
- review electronic proofs and alert Press 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, submission statistics, ranking, and financial performance of *JBL*

### ***Review of Biblical Literature* (comanaging editor)**

- train and provide support to editors in the use of the *RBL* administrative website for offering available copies to potential reviewers
- monitor the performance of both individual reviewers and *RBL* as a whole, with an eye to alerting editors to problematic reviewers and recommending policies to the general editor and board for discussion

- assist the comanaging 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 editor vetting of all reviews prior to publication, including assessing questionable reviews and determining with the general editor the disposition of such reviews
- copyedit and publish online reviews on a weekly basis
- 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
- attend the SBL Annual Meeting and assist with both the *JBL* and *RBL* editorial meetings and the setup and staffing of the Press book booth

#### **Book Production (10 hours per week)**

- copyedit four to five book manuscripts each year, as assigned by the SBL Press Production Manager
- provide assistance with other aspects of production, such as preparing graphics files for the typesetter, proofreading page proofs, or reviewing printer files prior to submission
- participate in discussions of SBL Press style as it relates to the *SBL Handbook of Style* and the [sblhs2.com](http://sblhs2.com) blog

#### **Qualifications and Skills**

- graduate-level training in biblical studies or a cognate field
- broad, working knowledge of biblical studies, including the various literatures, their languages, and their contexts, as well as traditional and emerging methodologies
- familiarity with *The SBL Handbook of Style* (2nd ed.)
- competency with the usual software programs for book publishing, such as MSWord, MExcel, and Acrobat; facility with standard publishing applications (e.g., Photoshop) 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
- personal commitment to identifying and solving problems within an interactive, team-focused setting
- willingness to broaden one's own skill set and knowledge of publishing and its 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 Learned 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](mailto:bob.buller@sbl-site.org). We invite you to visit our website at [www.sbl-site.org](http://www.sbl-site.org) to learn more about the Society.