



Job Title: BRIT Press Assistant Editor and Coordinator Area: Research

Position Type ☒ FT Exempt ☐ FT Non-Exempt ☐ PT-Seasonal/Intern Non-Exempt

Effective Date: September 1, 2019 Reports To: Press Director

Position Purpose

Assists with timely production of the highest quality journals, books, and other BRIT published products for distribution primarily to the community of botanists and related biologists. This position also manages all customer service and sales aspects (fulfillment) for a small, botanically themed press/publishing department, including management of an online storefront. The BRIT journal is in its 58th year of continuous publication, while BRIT Press books have been published since 1987.

Principal Responsibilities/Duties/Functions/Tasks–ASSISTANT EDITOR

- Critically review and edit documents submitted for consideration to BRIT Press for publication in BRIT's journals and books. Edit documents to be consistent with best botanical publishing practices for both scientific and public constituencies.
- Facilitate Press peer-review process that results in selections of best quality manuscripts.
- Collaboratively participate in modernization of the BRIT Press, moving BRIT press toward:
 - Automation of manuscript submission and review process.
 - Being paperless where possible in the editing and publishing processes.
 - Proactive posting of standardized agreements for potential authors, including clear methods for book proposal review, cost reimbursement, and royalty distribution.
 - Collaboration with major information distributors with automated data retrieval.
- Manage digital systems for distribution of publications (e.g., Open Journal Systems, Shopify ecommerce software).
- Manage the Press web pages (Drupal-based system).
- Expand the range of products to meet the needs of modern scholars (e.g., digital goods, Open Access reprints).
- Write and assist with grant proposals for facilitation of publications.

Principal Responsibilities/Duties/Functions/Tasks–COORDINATOR

- Work independently with BRIT Press's Amazon, Shopify, and other book ordering systems to process and fulfill incoming orders, including packing and shipping via USPS/FedEx/UPS and handling returns. Also process and fulfill orders received via mail, email, fax, phone, and point-of-sale.
- Independently maintain and manage subscriber databases and pack/ship journal orders (domestic and international).
- Sort and process incoming and outgoing Press mail. Delivers and pick up mail to/from outside locations (USPS, FedEx, UPS).
- Receive, unpack, and process incoming review books, gifts, and returns for the Press.
- Respond to sales requests (in person, phone, email, online) and other inquiries about publications.



- Work closely with Accounting staff to book incoming/outgoing payments (credit card, check, cash, wire transfer), process monthly sales reports, and create invoices.
- Ensure publications are stocked, displayed, and effectively marketed in BRIT visitor areas.
- Maintain clean, well-stocked, and organized Press storage and shipping areas, and manage the Press inventory.
- Work with Advancement/Marketing to promote Press products.

Preferred Eligibility Qualifications

- Undergraduate degree in biology or master's in botany or botanically related discipline; knowledge in plant systematics and floristics preferred
- Botanical or technical editing experience, applying standards such as the Chicago or New York Times Manual of Style or CSE Manual of Scientific Style and Format
- Exceptional attention to detail, oral and written communication skills, organization, and editing
- Professional digital graphic layout experience (e.g., Adobe InDesign, Illustrator, Photoshop)
- Computer programs/related skills (e.g., Microsoft Office Suite, Adobe Acrobat Pro, HTML/CSS)
- Experience and/or interest in some aspect of publishing (author, editor, reviewer, subscriber, printing, binding, sales); a love for books and/or publishing is a plus
- Experience/familiarity with e-commerce/content management/journal management software (e.g., Shopify, Drupal, Open Journal Systems)
- Experience/familiarity with the following software: e-commerce/online shop platform (e.g., Shopify, Etsy, Squarespace), accounting software (e.g., QuickBooks, GnuCash, TurboCash)
- Able to work with minimal supervision, maintain focus under pressure of deadlines
- Commitment to highest quality customer-oriented service

Supervisory Responsibility

This position has no regular staff supervisory responsibilities but may be required to supervise staff and contracted individuals on certain projects. Supervise Press interns or volunteers assisting with assessment and generation of published products or specific projects.

Position Type, Expected Hours of Work, Travel

This is a full-time (40 hours/week) position, and typical hours of work and days are Monday through Friday, 9:00 a.m. to 5:30 p.m.; however, this position can require flexible hours and occasional weekend work. Occasional daytime travel may be required and occasional overnight travel can be expected (conferences/meetings/representation).

Work Environment

This job operates in a professional office environment and in the field. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets, as well as field equipment such as GPS units, back packs, field presses and wooden presses, trowels, secateurs, hand lens, and satellite communication systems.



Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Job duties also require walking over uneven surfaces, bending, squatting, and ability to carry up to 50 pounds; and climb stairs, ladders, and stepstools. This job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets as well as shipping materials such as tape, scissors, box cutters, and packing materials.

AAP/EEO Statement

BRIT is committed to a policy of equal employment opportunity. See Employee Handbook for detailed policy.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

In the performance of their respective tasks and duties all employees are expected to meet **the BRIT Expectations:**

- Participates jointly with supervisor and area director in the employee development process by determining individual outcomes, working to develop and accomplish individual measurable indicators, and contributing to achievement of organizational measurable indicators and outcomes.
- Demonstrates commitment to BRIT by participating in meetings, collaborating with others, contributing skills and abilities to teams, and meeting or exceeding team expectations.
- Follows the BRIT Norms: Step Up Step Back, Solution Minded, Respect, Assume Positive Intent, Be Engaged.
- Consistently utilizes institutional processes and follows policies and procedures, i.e., meeting deadlines, following project processes, adhering to reporting requirements, completing required forms, documenting work hours and projects, publishing work results, etc.
- Makes communication a priority by clearly sharing information; producing quality written communications; contributing to knowledge sharing such as mentoring others and writing public articles for leaflet, website, and publications; interfacing with others in a professional and respectful manner.
- Performs job duties and meets expectations of supervisor and directors including completing tasks, following directions, using time wisely, etc.



Signatures

This job description has been approved by all levels of management:

Supervisor _____ HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____