



De Gruyter Brill is a global leader in scholarly publishing in the humanities and beyond. Combining a rich heritage dating back to 1683 with a forward-looking mindset, our mission is to publish and curate indispensable research that breaks boundaries, builds new bonds, and shapes a better future. Join our diverse and passionate team of over 600 colleagues around the world – and help us shape the future of scholarly communications.

For more information, visit [**degruyterbrill.com**](https://degruyterbrill.com).

Associate Editor Literary & Cultural Studies (f/m/d)

Leiden | Full-time | As soon as possible

The Associate Editor will work as assistant to the Leiden-based Sr Acquisitions Editors for Literature & Cultural Studies. The Associate Editor will support the development of this program. The Associate Editor is responsible for the organization and project management of this dynamic publishing program. Tasks include guiding authors through the entire publishing process of their book, facilitating editorial board members, monitoring the book budget, coordination of the peer review process, updating the ERP system, and liaising between Desk Editing, Marketing, and Finance. This multi-faceted position plays a pivotal role in Brill's publishing operations globally.

This is a fixed term contract for six month with a weekly working time of 32 hours.

Your tasks

- Correspond and maintain friendly and professional relationships with authors, journal editors, and series editors regarding their projects
- Maintain publishing schedules for all titles, pre-production through publication
- Assist Acquisitions Editors with book acquisitions, proposal and manuscript reviews, etc.

Your profile

- College degree required
- Excellent written and spoken English and French
- Preferably affiliation with Literature & Cultural Studies
- Proficient at Microsoft Office Suite and Adobe Acrobat
- Strong inter-personal and communication skills
- Strong organizational and problem-solving skills, with ability to meet

- Develop proficiency and work with various IT systems including Klopotek, Editorial Manager, etc. to maintain project data and schedules
- Prepare book manuscripts and supporting materials for production. Similar work with journals may be required
- Proofread promotion texts and front matters
- Organize ordering of gratis copies for authors, journal editors, and series editors
- Request and monitor payments for reviewers, editors, etc.
- Coordinate with marketing regarding e-bulletins, catalogs, flyers, the website, and social media
- Assist with conferences from the planning stage through post-conference reports (this may include travel both nationally and internationally)
- deadlines
- Previous editorial experience strongly preferred
- Highly motivated and enthusiastic with an entrepreneurial spirit
- Goal and results-oriented

We offer you

- An exciting professional challenge for one of the innovation drivers of the publishing industry
- Family-friendly working time models, flexitime, and flexible home office arrangements to support a healthy work-life balance, alongside a substantial vacation allowance and additional special leave days
- Extensive benefits and allowances for a healthy, balanced life
- Development budget and opportunities for training and personal development
- Passionate colleagues in diverse, international teams; joint team events and company parties

At De Gruyter Brill, we are dedicated to diversity, equal opportunity, and building an inclusive culture where everyone belongs. We believe in individual potential, so please apply even if you don't meet every requirement—passion and a willingness to learn matter as much as qualifications. We look forward to hearing from you!

Ute Linden

People + Culture

+49(0)3026005200

Apply Now!

