



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.

Project Manager Major Reference Works (f/m/d)

Leiden | Part-time (18 hrs) | as soon as possible

De Gruyter Brill publishes several digital primary source collections each year. These collections are large datasets, spanning up to a million pages (or even more) each. We are looking for a project manager to coordinate the conversion and publication of such collections, working with publishers, source holders, IT, and external vendors. This is a part time role with 18 hours per week. We can offer a one year contract with option to extend.

Your tasks

- Coordinating the scanning of source materials by third parties
- Assessing the quality of digital copies and – if applicable – derivatives
- Further processing and arranging of scanned materials, for example by applying Optical Character Recognition (OCR)
- Ensuring the application of metadata to match the structure of the original source as well as the input formats of the online publication platform
- Consulting with the internal platform team to achieve the optimal online

Your profile

- Strong project management skills, especially planning and reporting
- Skilled at setting up clear specifications and instructions for scanning operations
- Familiarity with batch processing in file management and image manipulation
- Knowledge of different image formats and image processing software
- Knowledge of MS Excel
- Knowledge of MARC 21 as metadata standard is a plus

results

- Advising publishers during the acquisition of new collections

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!

Ewelina Stańczuk
People + Culture

Apply Now!

