



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).

# Editorial Account Manager (f/m/d)

## UK | Full-time | As of now

The position plays a critical part in ensuring that all publishing activity on the platform develops in a positive manner. The role involves the management of Ubiquity Press publications as well as helping to manage partner presses, as part of the Ubiquity Partner Network.

Customer service is a core component of the role, through assisting partner presses and their users in maintaining and developing the publishing products. This may entail training and supporting external Press Managers and ensuring a smooth interoperation with the Ubiquity team and services. Journal management will play a key role, with journal development and engagement with each editorial team essential to success.

The role includes delivering a high-quality service as each publication product grows, ensuring editors provide a streamlined flow of articles/books through peer review, maintaining quality standards, promoting published content and developing editorial policy, as well as helping to negotiate contract renewals. The Editorial Account Manager is the central point of contact throughout the press, journal and book workflow, from acquisition through peer-review until publication and post-publication review. Contact with external Press Managers, journal editors, authors and site users will be frequent. Customer service and project management will play a large part of the role, making communication, organisation and time management valuable attributes.

Salary: ~£29,000 - £33,000

Location: UK-based (Hybrid - London office OR remote)

## Your tasks

Press Management

## Your profile

Desired qualifications/experience

- Act as first point of contact for assigned partner presses and their products
- Assist in the planning of both technical and policy development for the partner press
- Provide editorial support to press journals/book projects
- Negotiate contract renewals//adjustments
- Manage customer expectations

#### Journals

- Set up and maintain journal platforms
- Train editors to manage submission/peer-review/copyediting etc
- Set and maintain quality standards & editorial policy
- Host regular calls/meetings with editors; providing support, monitoring article processing, and planning journal development
- Negotiate contract renewals

#### Books

- Set specifications for new book projects & liaise with authors
- Manage submissions through the peer review and editorial processes
- Track projects through production and cover design
- Send books for post-publication review/promotion

- Experience of journal and/or book publication; ideally in an editorial, online, environment
- Knowledge of editorial processes and publication best practices
- Experience of developing publishing products over time
- Experience of communicating with authors/editors, or established academics
- Experience of setting up and leading projects
- Knowledge of open access publishing

#### Personal attributes

- Clear and confident communicator
- Proactive attitude
- Excellent time and workload management
- Tech- and online-savvy
- Passionate about open access
- High standards and a great eye for detail
- Honesty and integrity held in high regard

## 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!](#)

