

Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Associate Executive Editor and Assistant Director, LARB Books
Organization:	Los Angeles Review of Books
Location:	Los Angeles, CA
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1, 2018

ORGANIZATION DESCRIPTION

Through its website, channels, radio show, publishing workshop, print journal, podcasts, short films, events, and new book publishing wing, *Los Angeles Review of Books* (LARB) helps foster and sustain creative individuals and communities, diversify the voices in the national and international conversation, increase the visibility of women and minority artists and writers, and provide a platform for public discourse not just on literature and culture, but on issues of equality, justice, sustainability, and community. Reaching an audience of a million people a month in 150 countries, LARB has emerged as one of today's most influential literary and cultural publications.

LARB Books is the newest part of LARB's integrated platform. LARB Books has launched with five imprints, including the already well-established Les Figues Press, Outcaste Books, LA Classics, LARB Originals, and LARB Short Stories. Les Figues and Outcaste are edited offsite, and LARB Books provides only marketing, PR, and business functions; the other three are produced in-house, and their editors are all current LARB staff. LARB Books, like LARB itself, will be addressed to two complementary audiences: academics interested in extradisciplinary writing and non-academics with an interest in intellectually stimulating and challenging work across all disciplines and genres. Over time, LARB Books plans to acquire or develop further imprints. Learn more at www.lareviewofbooks.org.

POSITION DESCRIPTION

The Associate Executive Editor of *Los Angeles Review of Books* and Assistant Director of LARB Books will report directly to Boris Dralyuk, LARB Executive Editor and Director, LARB Books, and will share responsibility for the day-to-day operation of the LARB website and LARB Books. As Associate Executive Editor, the fellow will work closely with the Executive Editor and assist in overseeing the daily editorial functions of the website. This is an excellent position for learning the ins and outs of a very busy website (three to four longform main site pieces a day, another half dozen pieces on blogs and channels) with an international roster of authors and an international audience. The fellow will also benefit from the input and mentorship of the LARB site's section editors. As Assistant Director of LARB Books, the fellow will assist the director and the Managing Editor, Eleanor Duke, in overseeing imprint editors, paid and volunteer staff, and production in all aspects of publishing a list that will grow from 4 books this fiscal year (July '17–June '18) to 20 books a year over the next three years. That includes acquisition, budgeting, editing, copyediting, proofreading, design, layout, printing, public relations, marketing, distribution, author relations, and fulfillment. The Associate Director's role will vary imprint by imprint, depending on that imprint's specific personnel and needs. This will provide the fellow with a comprehensive introduction to book publishing, both print and electronic.

This position is *only* available through the Mellon/ACLS Public Fellows program.
You may *not* contact the host institution to inquire about this position.

The Assistant Director will also assist the Director, Managing Editor, and imprint editors in soliciting and shepherding pieces through the editorial process for the LARB website, and follow up with authors about LARB articles and *Quarterly Journal* pieces that might be developed into books for the Classics, Originals, and Short Stories imprints. The fellow will report directly to Boris Dralyuk, LARB Executive Editor and Director of LARB Books, one of the four senior staff members overseeing LARB operations (all of whom report directly to the Editor in Chief, Tom Lutz). This is a new position at LARB, and though by the end of the fellowship, the fellow will be prepared to take an executive or editorial position anywhere in the publishing world—at any academic or trade press, large or small, or any magazine or website, commercial or nonprofit—we hope that the fellow might, instead, stay on with LARB and/or LARB Books at the end of the fellowship.

Key duties and responsibilities:

As Associate Executive Editor of the *Los Angeles Review of Books*, the fellow will assist with overseeing the daily editorial functions of the website, including:

- Communications with authors, section editors, and LARB channels and affiliates;
- Editing pieces and preparing them for production;
- Monitoring website analytics and social media engagement; and
- Refining social media strategy.

As Assistant Director of LARB Books, the fellow will:

- Follow up with authors about LARB articles and Quarterly Journal pieces that might be developed into books for the Classics, Originals, and Short Stories imprints;
- Communicate with the off-site editors of Les Figues Press and Outcaste Books;
- Assist with coordinating production of print and electronic titles; and
- Help plan and prepare promotional material for new titles.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- A broad range of interests within and beyond the humanities;
- Demonstrated project management and organizational skills;
- Demonstrated experience coordinating diverse people;
- Ability to take initiative and adjust to new conditions;
- Excellent communication skills;
- Patience, dedication, and diplomacy; and
- Preferred qualifications would include any of the following: knowledge of Adobe Creative Suite, WordPress CMS, or comparable programs; experience in publishing, editing, social media marketing, PR, or design.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:
www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 14, 2018, 9 p.m. Eastern Daylight Time

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