

Mellon/ACLS  
PUBLIC FELLOWS PROGRAM 

<b>Job Title:</b>	Associate Editor
<b>Organization:</b>	<i>Public Books</i>
<b>Location:</b>	New York, NY
<b>Stipend and Benefits:</b>	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
<b>Start Date:</b>	September 3, 2019

## ORGANIZATION DESCRIPTION

*Public Books* is an online magazine combining scholarly expertise and cutting-edge journalism. Here, young writers take their first steps in communicating with audiences outside the academy, accomplished scholars weigh in on contemporary issues, and readers explore the fruits of the university without jargon. At *Public Books*, academics join with other public scholars, critics, and activists to make the life of the mind a public good.

Publishing one new article every weekday, *Public Books* is a diverse and thoughtful forum for discussions of art, politics, scholarship, and culture. Affiliated with the Heyman Center for the Humanities at Columbia University, *Public Books* has the feel of an old-fashioned literary office with all the dynamism of a cutting-edge think tank: partnering with scholars and thinkers from universities around the world, collaborating with editors and writers at academic publishers, trade publishers, publications, nonprofit organizations, museums, and media outlets. Staff regularly share conversations, events, and meeting and kitchen spaces with dynamic and engaged scholars, ensuring there is plenty of cross-pollination and collaboration. Learn more at [www.publicbooks.org](http://www.publicbooks.org).

## POSITION DESCRIPTION

The Associate Editor is a new position at *Public Books* that comes with extensive training, entrepreneurial opportunity, and growth potential. Reporting to the Senior Editor, the Associate Editor will rework individual articles for rhetorical strength, narrative flow, intellectual consistency, and readability for a general audience. Entering into a deep conversation with a piece of writing, they will sharpen arguments, talk with authors and section editors, suggest rewrites, propose titles, reorder paragraphs, and generally make each article the best version of itself with the largest potential readership.

The Associate Editor will contribute to the social media, publicity, fact-checking, copyediting, and image selection that are part of the magazine's daily workflow. This role will also call for assessing unsolicited manuscripts. The Associate Editor will be empowered to take leadership roles in the magazine's new and evolving initiatives, especially jumpstarting a new podcast; this will require the Associate Editor to develop an editorial vision, outline a publishing program, address technical questions, and commission speakers.

The Associate Editor will have the opportunity to propose new article ideas, pioneer new article series and events, seek out new authors, and participate in editorial decision-making. S/he will have a unique level of independence and oversight, with the potential to grow into the role of Editor.

This fellowship position is available *only* through the Mellon/ACLS Public Fellows program, an initiative administered by the American Council of Learned Societies. You may *not* contact the host institution to inquire about this position.

Key duties and responsibilities:

- Developmental edit articles, in conjunction with Senior Editor;
- Hold editorial conversations with authors, as well as strategy conversations with Senior Editor and Communications Manager;
- Build social media and publicity campaigns, in conjunction with Communications Manager;
- Copyedit and factcheck individual articles, in conjunction with Managing Editor;
- Develop from inception the *Public Books* podcast program; and
- Contribute to weekly editorial meetings with senior staff, whether in terms of long-term strategy, publication decisions, editorial challenges, or general brainstorming. (The meeting is small and free-form, with all members equally empowered to weigh in and collaborate.)

## QUALIFICATIONS

### *Required*

- PhD in the humanities or humanistic social sciences;
- Familiarity with popular writing outside of the academy (trade nonfiction books, newspaper reportage, magazine essays, and digital publications);
- Interest in the worlds of publishing and/or journalism;
- Willingness to take initiative and work independently;
- Strong interpersonal skills;
- Excellent written and verbal communication skills; and
- Efficient time management and organizational skills.

### *Preferred*

- Familiarity with HTML, CSS, and web applications;
- Experience working closely with students on writing and composition (grading papers, discussing papers with students, working in university writing centers, etc.); and
- Facility with social media, as well as familiarity with social media engagement and trends.

## APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:  
[www.acls.org/programs/publicfellows](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS online application system ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: March 13, 2019, 9 p.m. Eastern Daylight Time

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