



POSITION DESCRIPTION

Position title	Development Editor, Content and Access
General description	Develop and manage new publications and innovations in the APS portfolio. Research and propose new publications. Manage existing publishing collaborations, ensuring that the programs are delivering highest value and competitiveness to authors, readers, and members. Monitor and engage with the Open Access (OA) community to inform and advise colleagues on OA developments in government/funding policy and industry practice. Monitor competitor innovations in digital content features in conjunction with the Digital Publications Department. Travel to journal editorial board meetings and industry conferences, as necessary.
Reports to (title)	Associate Publisher, Ethics and Policy
Department	Publications
Date	October 31 st , 2018
Status	Full time, Exempt

Major Duties and Responsibilities		
Rank	Duty/Responsibility	Percentage of time
1	Develop new content concepts and publications for APS	30%
	Research the market/competition, engaging with the physiology and related disciplines research community, and develop proposals and business plans for new titles and potentially new audiences. Considerations will include branding, most appropriate media and business models, including collaborations.	
	Research the market/competition and develop proposals and business plans for enhancing existing publications content and third party publications arrangements.	
	Work with Chair of Book Committee and prospective authors to develop new monograph titles.	
1	Oversee existing and newly developed journals and books published with publishing partners	20%
	Work with manager to develop and launch new titles – the percentage of time of this responsibility will increase depending on the nature and scope of new launches.	
	Serve as primary relationship manager with publishing partners to ensure that the contract with publisher is being fulfilled effectively for the society and for the editor. Recommend renegotiation/RfP in conjunction with manager.	
	Primary liaison with Editor for third party published titles.	
1	Serve as primary liaison for open access between APS Publications and the scholarly community	20%
	Maintain up to date knowledge of OA developments and practice in the scholarly publishing community.	
	Regularly brief APS peers on OA trends and advise on policy changes.	
2	Drive development of editorial innovations and provide business intelligence for the APS portfolio	10%
	Work with Digital Publications Manager to develop and maintain editorial innovations, such as: semantic ontology/indexing that extends from the submissions system to the published content to improve reviewer selection and content organization; subject collections.	
	Conduct editorial content, author, and readership analyses.	
2	Travel to support APS Publications and Society Programs	10%
	Travel to Editorial Meetings as Publications Department representative; present journal and APS updates to Editorial Boards.	
	Travel to Annual Meeting (Experimental Biology) and other meetings, as required, for title development.	



	Attend key meetings as necessary that focus on Open Access.	
3	Preparation of briefing reports and new product proposals	10%
	Develop new product proposals; synthesize materials from colleagues to prepare Publications Annual Report and other Publications Committee information.	

Incumbent is expected to perform other duties as assigned by the Associate Publisher, Ethics and Policy in support of the organization's goals and the Society's needs.

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
n/a			

Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system)	Minimum Proficiency	
		High school		Knowledge of scholarly publishing, processes and community	B
		Prof/technical		Knowledge of science	C
		College courses		Familiarity with science policy, funding, research community	B
		Bachelor's degree		Organizational, verbal and written skills	B
	x	Master's degree	Masters (biological sciences preferred)	Contract and negotiation skills	A
x	Other	At least 6 years' experience in scholarly publishing with a proven track record in content development/acquisition; understanding of publishing process from submissions to digital publications	Computer and internet skills – Excel, Word, presentation software, social media familiarity	B	

Decisions	Give two or three examples of decisions you make or actions you may take without prior approval.	<ul style="list-style-type: none"> Discussions with authors for new projects Engage third parties in project discussions Project-related travel within budget
	Give two or three examples of decisions you refer to a higher authority.	<ul style="list-style-type: none"> Decisions regarding presenting new publications proposals to APS leadership Decisions regarding changes in policy or practice

Guidelines	Indicate any special policies, formal procedures, or precedents that guide your work.	<ul style="list-style-type: none"> APS Bylaws/Operational Guide and discipline foci APS Editorial guidelines
	Indicate the work that requires you to apply the greatest amount of judgment.	<ul style="list-style-type: none"> Evaluating the competition and market for robust trends and filtering the noise

Challenges	Briefly describe the most difficult problems you encounter and complex tasks you perform in your work.	<ul style="list-style-type: none"> Ensuring a core editorial foundation based on society policy while considering the views and requirements of the many (editors and authors)
	Briefly describe the work which provides the greatest opportunity to use new or different methods or innovative approaches.	<ul style="list-style-type: none"> Propose and develop new publications

A P	Position	Department/Organization	Purpose
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	Associate Publisher, Ethics and Policy	APS Publications	Guidance, direction, and planning
	Publications Director and Exec Editor	APS Publications	Consultation and approvals
	Publications Committee	APS	Consultation and guidance on editorial proposals/present proposals
	Executive Director	APS	Consultation
	APS Journal Editors	APS	Consultation, guidance on proposals, discipline intelligence
	Editors and authors	External	Consultation, prospecting, content development, negotiation
	Publishers; other third party vendors	External	Liaison, information, negotiation
	Publications Assistant	APS Publications	Liaison/support tasks
	Journal Supervisors	APS Publications	Individual journal title info
	Digital Publications staff	APS Publications	Information and guidance
	Art Manager	APS Publications	Information and guidance on graphics integrity and practice
	Peer Review Manager	APS Publications	Information and guidance on process
	MarComm, Communications Manager and staff	APS MarComm	Market consultation

Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows</p> <ul style="list-style-type: none"> Occasionally requires lifting materials of approximately 20 lbs. Often requires computer responsibility which involves extensive use of keyboard, mouse and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> Dayshift hours primarily Travel and other work related assignments on weekends are possible.