



B L O O M S B U R Y

LONDON • BERLIN • NEW YORK • SYDNEY

For a challenging, innovative publishing project in the scholarly field of Labour Economics we are looking for a:

## Senior Commissioning Editor (M/F)

Full-time

### Main tasks and responsibilities:

- The Senior Commissioning Editor is responsible for project conceptualization, project management, content development, and the timely realization of the agreed publishing program;
- Understands the subject communities, developing effective communication with them and establishing leads to generate content and to improve the impact of the proactive establishment of a strong network of editors, reviewers and authors; communication at all levels;
- Hires and manages contributors and freelancers creating content for print and technology components of the venture;
- Prepares and monitors schedules;
- Monitors the overall financial plan, including production costs, fees and promotion costs, ensuring that all budgets are adhered to and reported on;
- Ensures the delivery of all projects and processes assigned to him/her meeting agreed quality standards and project schedule
- Monitors the performance of the project against external and internal measures;
- Provides marketing and sales support upon request;
- Works cross-functionally and closely with all relevant key internal departments and external stakeholders.

### Your profile:

- University degree in Economics, preferential with a specialization in Labour Economics;
- Approximately 5-8 years experience in the Publishing industry required;
- Excellent problem-solver as well as independent, organized, focused, assertive, detail-oriented, and able to multi-task, prioritize, and meet deadlines in a fast-paced environment;
- Be able to quickly establish credibility with editors, authors and reviewers; customer-focused and result-oriented;
- Strong verbal and written communication skills are necessary, as is the ability to work well within a team;
- English native speaker and preferably a fluent command of the German language.
- Location: Berlin
- Send cv and letter of application to: [jan-peter.wissink@bloomsbury.com](mailto:jan-peter.wissink@bloomsbury.com)
- Please apply by 31 January 2012