

## Job description

### Managing Editor

*Dialogue: The Interdisciplinary Journal of Popular Culture and Pedagogy*

#### Duties & Responsibilities

*Dialogue* is an open-access multidisciplinary international journal devoted to the publication of works that advance our understanding and awareness of innovative practices, theories, and understanding of popular culture and pedagogy. It is published three times by the Southwest / American Popular Culture Association.

Reporting to the *Journal's* Editor-in-Chief, the Managing Editor, as a service (unpaid position), will handle key responsibilities for editorial operations, including managing the peer review process, editing manuscripts for publication, maintaining the journal's standards of quality, and ensuring on-time publication.

#### Specific duties include:

- Conduct initial review of all submissions to determine suitability of topic and approach, and whether submission meets minimal standards of readability, logic, and grasp of relevant scholarship.
- Invite external reviewers and manage external review process.
- Coordinate production, design, digital, and copyright issues in conjunction with publisher.
- Manage long-term strategic planning and policy issues in partnership with Editor-in-Chief and other team members.
- Act as liaison to publisher and to editorial advisory board; coordinate editorial advisory board membership with Editor-in-Chief.
- Represent journal at selected scholarly and professional association conferences and events.
- Revise and update style guidelines, and submission and review procedures as appropriate.



#### Basic Qualifications

- Master's degree or minimum 5 years editing experience, preferably in an academic/scholarly setting.
- Proficiency with technology: Dropbox, Google Drive, email, text messaging, Skype, Zoom.

### **Additional Qualifications**

- Experience with social sciences writing/editing is preferred, but not required.
- Experience working under deadline pressure.
- Experience working with APA or MLA style conventions.
- Proofreading experience.
- Comfortable interacting with people in a non-synchronous environment.

### **Benefits**

- Opportunities for innovativeness
- Free registration at the SWPACA annual conference
- Involvement in the behind-the-scenes SWPACA conference
- Option to co-author or author editorials and calls for paper
- Professional development opportunities
- Potential for promotion to Senior Managing Editor
- Individual email \_\_ (name) [@journaldialogue.org](mailto:____@journaldialogue.org)

### **Additional Information**

All offers will be made by the Editor-in-Chief in consultation with SWPACA

This is a term appointment which will begin on an interim basis. If appointed, the candidate will be appointed to “Interim Managing Editor” for 1 year (through February 2021), to be extended to “Managing Editor” for an additional 1 year (through February 2022). Under certain circumstances, the Interim Managing Editor may be promoted to Managing Editor prior to the 1 year probationary period.