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.
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

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