

**Position open for Buddhism Public Scholars of The Robert H. N. Ho Family Foundation
At Wisdom Publications, Boston, Massachusetts**

Relocation not required

September 2022 - August 2023

Organization Description

Joining Wisdom Publications (a 501(c)3 nonprofit organization) as Buddhism Public Scholar is an exciting opportunity to become a team member at a swiftly growing and evolving media company publishing the highest-quality content in the fields of Buddhism and meditation.

Responsibilities of the Buddhism Public Scholar

Editorial responsibilities will include evaluating manuscript submissions and submitting reports to the acquisitions committee, as well as supporting the Editorial and Production Manager in preparing books for publication. In this job, the candidate will be mentored by the Publisher and the Editorial and Production Manager in terms of what makes a good book, implementing Chicago Manual of Style guidelines, and author relations. The Buddhism Public Scholar will work with the Publisher to publish digital versions of Wisdom translations and to link them with their original language editions. They will leave their term with a strong grounding in traditional book publishing and in a cutting-edge online reading platform.

- Evaluating manuscript submissions
- Editing manuscripts under the guidance of the Editorial and Production Manager
- Preparing backlist books for reprint
- Production of Wisdom Academy courses
- Digital publishing
- Development of Wisdom Experience online reading room and content
- Ensuring the accuracy of our books by entering and checking changes in typeset books
- Preparing manuscripts for editing and being trained in copyediting manuscripts under the guidance of the Editorial and Production Manager

Supervisors/Project Manager The Buddhism Public Scholar will report to the editorial department and to our online learning team.