

Robert H. N. Ho Family Foundation Buddhism Public Scholars: Job Description

Position Title:	Robert H. N. Ho Family Foundation Buddhism Public Scholar
Host Institution:	Wisdom Publications
Location:	New York, NY
Remote Work:	On-site
Stipend:	\$70,000 (typical break down of \$60,000 stipend + \$10,000 relocation/other expenses) allowance for 12 months plus health insurance. Renewable for a second 12-month term by mutual agreement.
Start Date:	September 2024
Supervisor:	The scholar will report to the Editorial and Production Manager and the Book and Wisdom Experience Marketing Manager.

Organization Description

Wisdom Publications is the leading publisher of books and online courses on contemporary and classic Buddhism, mindfulness, and meditation. We're also the premier membership platform for Buddhists, having launched the Wisdom Experience in 2019 and now providing hundreds of hours of video and thousands of pages of books for our members to read online. Additionally, we publish the Wisdom Podcast and the Wisdom Journal.

Wisdom is a 501(c)3 nonprofit charitable organization dedicated to cultivating writers and teachers the world over, advancing critical scholarship, preserving and sharing the literary culture of various contemplative traditions, and helping people find and engage with the teachers, teachings, and practices for a wise and compassionate life.

Website

wisdomexperience.org

Position Description/Responsibilities

Joining Wisdom Publications as a 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 mediation.

Editorial responsibilities will include training in copyediting and 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 scholar will also work with the Book and Wisdom Experience Marketing Manager to publish digital versions of Wisdom translations and link them with their original language editions as part of an exciting new digital reading and learning experience. They will additionally be mentored through the sales and marketing side of publishing while working on the marketing campaigns for key titles. At the end of their term, they'll have a strong grounding in both traditional publishing and cutting-edge online reading environments.

Responsibilities include:

- Ensuring the accuracy of our books by checking changes in typeset books
- Preparing manuscripts for editing or production
- Assisting in the next stage of Wisdom Experience's online Reading Room and content under the guidance of the Book and Wisdom Experience Marketing Manager
- Drafting marketing copy for key titles across a range of platforms and audiences
- Evaluating manuscript submissions
- Editing manuscripts under the guidance of the Editorial and Production Manager

Required Qualifications

- PhD in [humanities or interpretive social sciences](#)
- Expertise and academic training in Buddhist knowledge and traditions

Additional Information

All candidates must apply through the [ACLS Online Fellowship and Grant Administration \(OFA\) System](#) by 9 PM EST on January 18, 2024. More information about Robert H. N. Ho Family Foundation Buddhism Public Scholars is available [here](#).

This position is only available through The Robert H. N. Ho Family Foundation Program in Buddhist Studies. You may not contact the host institution to inquire about the position.