

Publications Manager, GCI Publications

Diversity, Equity, Accessibility, and Inclusion at Getty

Getty believes diversity, equity, accessibility and inclusion are essential to our excellence and to the execution of our mission. The Getty community values differences in the pursuit of inquiry and knowledge, mutual understanding, respect, trust, transparency, and cooperation. We are committed to creating a diverse and welcoming workplace that reflects the diversity of the communities we serve and includes individuals with diverse backgrounds and experiences. Individuals of color, women, LGBTQIA+, veterans and persons with disabilities are encouraged to apply.

Job Summary

Mission

The Getty Conservation Institute (GCI) works internationally to advance conservation practice in the visual arts—broadly interpreted to include objects, collections, architecture, and sites. The Institute serves the conservation community through scientific research, education and training, field projects, and the dissemination of information. In all its endeavors, the GCI creates and delivers knowledge that contributes to the conservation of the world's cultural heritage.

Position Overview

We are seeking a Publications Manager to run the Getty Conservation Institute's growing publications program and be responsible for all aspects of editorial development of publications content—from initial proposals to peer review, editing, design, and production.

Reporting to the Associate Director for Strategic Initiatives and Publications, you will oversee the production and dissemination of conservation-related publications that meet the highest scholarly standards and provide relevant, timely information to professionals and organizations involved in conservation of the world's cultural heritage. Your work will be based in our offices at the Getty Center in Los Angeles and will focus on peer-reviewed books, which are produced in collaboration with Getty's publishing arm, Getty Publications, and sold internationally, and online publications in PDF format, often with a print-on-demand option, which are produced by you and your team.

Major Job Responsibilities

- Strategizes with the GCI's senior leadership team and external cultural heritage professionals to identify and develop print and digital publications that support the GCI's core mission
- Cultivates relationships with GCI colleagues and cultural heritage professionals worldwide to stay abreast of trends and needs in the field, and to identify a team of potential authors, editors, and peer reviewers
- Supervises an editor and manages the operations and budgets for the GCI's publications program

- Manages multiple publications and commitments simultaneously
- Hires and supervises a pool of editorial freelancers, including translators and copyeditors; approves fees and contracts and ensures quality, schedule and cost requirements are met
- Guides authors throughout the manuscript writing and preparation process
- Supervises the peer review process; solicits reviewers, evaluates reviews, and works with authors to address feedback
- Serves as the GCI's principal liaison with Getty's publishing arm, Getty Publications
- Develops book proposals for review and approval by Getty Publications' executive editorial committee
- Collaborates with Getty Publications' design and production teams to ensure book designs meet highest standards
- Works closely with Getty Publications' sales and marketing teams to ensure that audiences can find and access our publications; includes identifying journals and websites for advertising and book reviews, and representing the GCI's publications program at targeted national and international specialist conferences

Qualifications

- Bachelor's degree in the humanities; MA preferred
- At least 8 years of relevant publishing experience, preferably including 5 years in a museum, heritage institution, or university press environment
- Demonstrated competency and experience with selection and contracting of editorial services
- Management experience at a museum, heritage institution, university, or commercial press

Knowledge, Skills and Abilities

- Excellent organizational and communication skills; proven ability to foster productive working relationships with peers, staff, authors, and other project stakeholders
- Experience with book publishing process and the knowledge to evaluate writing, copyediting, proofreading, and other editorial work
- Proven project-management experience in a book-publishing environment; ability to create and manage budgets and to supervise staff and consultants
- Familiarity with the conventions and procedures of scholarly peer review
- Demonstrated ability to manage multiple projects, set priorities, and juggle competing demands
- Ability to conceive new ideas and approaches
- Highly detail oriented
- Knowledge and experience with Microsoft Office
- Some knowledge of or experience with heritage conservation issues desirable
- Reading knowledge or familiarity with one or more European languages desirable

Requirement

All employees must be fully vaccinated against the COVID-19 virus as a condition of employment. Exemptions from this requirement as a reasonable accommodation due to medical contraindication, disability or sincerely held religious belief or practice will be considered.

All candidates must apply online. Please be prepared to upload your cover letter and resume when prompted to do so by the online application system. Candidates who successfully complete the online application process will receive an automated message via email. If you have questions about this position or the recruiting process, please write to gcistaffing@getty.edu.

Targeted Hiring Range: \$92,180- 119,825 USD annually, commensurate with experience
Link to application: <https://jobs-getty.icims.com/jobs/3992/publications-manager%2c-gci-publications/job>

Application deadline is November 4, 2022.

Equal Opportunity Employer

We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, citizenship or immigration status, color, disability, ethnicity, familial status, gender identity and/or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any other protected status.