Position as Managing Editor of Contemporary Japan (CJ)
German Institute for Japanese Studies (DIJ), Tokyo

We are currently looking to fill the position of a full-time Managing Editor for our journal Contemporary Japan (CJ), an international peer-reviewed journal. CJ publishes in-depth, original work from all disciplines as they relate to research on present-day Japan and its recent historical development (see contemporary-japan.org). CJ is edited by the German Institute for Japanese Studies (DIJ) in Tokyo and published biannually both in print (ISSN 1869-2729) and online (ISSN 1869-2737). From the 2017 spring issue onwards the publisher will be Taylor & Francis.

1 Job description

- **Coordinating the editing process from the call for papers to the final proofs**
  - liaising with authors regarding all matters related to submission and publication
  - communicating with editors (editor-in-chief, issue editors, guest editors) and members of the editorial board
  - first screening of papers
  - managing the online submission system (Editorial Manager)
  - searching for and liaising with referees
  - copy-editing and proofreading of manuscripts
  - communicating with external copy-editors and proofreaders
  - planning and coordinating future journal issues

- **Corresponding with the publisher on**
  - the state of production of the current issue (incl. submitting final manuscripts, checking proofs)
  - general matters, incl. promotional activities, updates of the CJ homepage, etc.

- **Contributing to the development and promotion of the journal**
  - participating in networks, online forums, and relevant conferences
  - improving international visibility and reputation of CJ

- **Communicating with the DIJ**
  - regular updating of the editor-in-chief regarding all issues related to the development of the journal, incl. user statistics and submission statistics
  - liaising with the IT and marketing staff on updates of the webpage and promotional activities
2 Essential and desirable qualifications, skills and experience

- native or near-native proficiency in reading, writing and speaking English (essential)
- editorial experience in managing English-language academic journals as well as experience in managing online submission systems (desirable)
- academic background related to research on contemporary society, politics, economy or culture of Japan (essential); Ph.D. in a related field (desirable)
- excellent communication skills as well as interpersonal and team player skills (essential)
- ability to set targets, meet deadlines, and work under time constraints (essential)

3 Status of employment

The Managing Editor will be employed according to the regulations for local employees of the German Institute for Japanese Studies (comparable to the employment regulations of the German Embassy in Tokyo).

The employment will start on a two-year basis with the option of a permanent position if certain conditions are met.

4 Further information and application instructions

Individuals who are interested in this position are invited to send their cover letter and CV in English to director@dijtokyo.org

or to

Deutsches Institut für Japanstudien
Prof. Dr. Franz Waldenberger
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Application deadline is September 30, 2016

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http://www.dijtokyo.org/
http://www.dijtokyo.org/publications/contemporary_japan