

Book Review Editor

American Scientist magazine, a publication of Sigma Xi, The Scientific Research Honor Society, seeks a Book Review Editor. The magazine is based out of the Society's headquarters in Research Triangle Park, North Carolina. Hybrid remote/office work is preferred because of the need to deal with physical books, but both local and remote candidates will be considered.

American Scientist has been in print since 1913. The magazine is editorially independent but is aligned with Sigma Xi's mission to enhance the health of the research enterprise, foster integrity in science and engineering, and promote the public understanding of science for the purpose of improving the human condition. The magazine, which is distributed to members of Sigma Xi and independent subscribers, is also sold on newsstands nationwide and internationally, and can be found online; it has an estimated readership of about 50,000. The book review section, Scientists' Nightstand, is one of the magazine's most popular features, and all of the book reviews are freely available online.

POSITION SUMMARY

The Book Review Editor produces the Scientists' Nightstand section of American Scientist, by selecting books for review, finding appropriate reviewers, editing the reviews, and coordinating with the art director on the layout of the section. In addition, the book review editor edits and writes for the Science Culture blog, where additional reviews of science media—including books, films, art exhibits, and podcasts—are posted. The Book Review Editor will also solicit and edit two articles each year for one of the magazine's sections, such as Arts Lab, Science Policy, or Ethics.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Book Review Management (50%)

- Oversee the Scientists' Nightstand section of *American Scientist*. Read publishers' catalogs and other sources, including book reviews published elsewhere, to determine which books would be of interest to our readers. Select books for inclusion in each issue. Request review copies from publishers and identify appropriate reviewers for the books selected. Invite reviews and handle all correspondence with reviewers. Edit reviews (substantially and substantively if need be) with input from the magazine's other editors.
- Collaborate with art director on layouts for Scientists' Nightstand. Select appropriate images to include and obtain hi-res files from publishers. Write image captions. Choose pull-quotes and other design elements.
- Select book excerpts for publication in Scientists' Nightstand, adapting them as needed. Obtain permission for the excerpt from the book's publisher. Identify books that are likely candidates for being excerpted at greater length elsewhere in the magazine.

- Manage production process for Scientists' Nightstand content. Collaborate with managing editor on having the layout copyedited and proofed, tracking progress in Asana project management app. Finalize all text for print publication. Review online version in CMS and edit as necessary within the online system.
- Adhere to deadlines and ensure that each issue has ample high-quality content.
- Manage the physical books received. Track book inventory in online app LibraryThing. Assess any unsolicited books received from publishers for quality and appropriateness for our audience. Recommend books, topics, or authors that may be of interest to the larger editorial team. Maintain a library of potential review or excerpt candidates and appropriately dispose of unneeded or out-of-date books.

Science Culture Blog Online Content (30%)

- Select books, television programs, podcasts, movies, art exhibits, and the like for review, to serve as content for at least six Science Culture blog posts per year, including the holiday gift guide. Find reviewers (either on staff or externally), copyedit the text of reviews, and select images to accompany them. The Book Review Editor will also write some of the reviews.
- Coordinate with digital managing editor enter blog text and images into CMS. Review and edit content within the online system. Arrange for staff proofing of blog posts. Approve text for online publication.
- Organize the annual holiday gift guide, which includes reviews of books for children as well as books for adults. Solicit reviews from editorial team. Obtain review copies from publishers and coordinate delivery of books to reviewers. Copyedit all gift guide content. Ensure that the process is complete and the gift guide is live in time for holiday shopping.

Magazine Support (20%)

- In collaboration with editor-in-chief and managing editor, select one area in which to manage content, such as art, policy, ethics, or computer science. Develop, invite, and sometimes edit content for this section, producing at least two columns per year.
- Stay abreast of current trends in selected content area to ensure content is relevant and appropriate.
- Proofread print magazine content as time permits. Assist in finalizing magazine content for timely publication.

ACCOUNTABILITITES

This position reports to Editor-in-Chief and works alongside a peer group of 6 team members within *American Scientist*.

QUALIFICATIONS

- Bachelor's degree required.
- 4+ years of verifiable work history, preferably in a publishing environment.
- Knowledge of and interest in science, the history of science, and science books.
- Proficiency in Microsoft Word.

- ❑ Working knowledge of Adobe InDesign and Acrobat Pro, and willingness to expand skills. Comfort with online editing in a CMS.
- ❑ Experience collaborating with authors and editors. Ability to provide diplomatic feedback.
- ❑ Fluency with the Chicago Manual of Style. Passion for correct and consistent grammar and style.
- ❑ Superb attention to detail, and commitment to high quality.
- ❑ Demonstrated ability to work independently and collaboratively.

WORK CONDITIONS

This is a full-time hybrid remote/office position based out of the Research Triangle Park headquarters. Some night and weekend work occasionally required.

COMPENSATION AND BENEFITS

Salary commensurate with experience. Employer-sponsored health insurance with the option to select between comprehensive, valuable plans. Premier dental and vision plan. 403(B) retirement plan, to which employer begins contributing upon completion of one year of service. Short-term and long-term disability upon completion of one year of service. Generous paid time off including vacation, holidays, personal/sick days, and parental leave. Flexible scheduling, depending on position. Work that engages a diverse and dynamic community of educators and learners, with the shared vision of shaping a better future for scientific researchers.

PHYSICAL DEMANDS

This position requires the ability to sit or stand, speak, hear, see, and lift small objects up to 10 lbs. The physical demands described here are representative of those that must be met by the individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Sigma Xi offers competitive salaries, attractive benefits, and a collegial work environment.
Please send resume and cover letter indicating salary requirements to:**

Jasmine Shah

Director of Finance and Administration
Sigma Xi, The Scientific Research Honor Society
Post Office Box 13975
Research Triangle Park, NC 27709-3975
Email: hrdept@sigmaxi.org.

Sigma Xi is an Equal Opportunity Employer.