EDITORIAL ACQUISITIONS SPECIALIST 
(CONTRACT POSITION)

A non-profit scientific society headquartered in Washington, DC, the American Society for Microbiology (ASM) is seeking a Contractual Editorial Acquisitions Specialist in the books publishing department. ASM Press seeks to engage an early-career microbiologist with an interest in publishing to assist in acquiring products that meet the information needs of research scientists, academics, students, and professionals.

The specialist will work with the Senior Acquisitions Editor to identify and recruit talented editors and authors who understand the overarching significance of advances and who can elegantly combine content and contributors to convey important topics in microbiology in a compelling and meaningful manner.

Qualifications:

- Doctorate (or equivalent) in microbiology, molecular biology, or related scientific discipline
- Broad knowledge of microbiology and related disciplines, scientific curiosity, and demonstrated analytical skills
- Demonstrated abilities in translational scientific writing and interest in editing, publishing, education, and communication
- Demonstrated analytical skills, to ensure relevance of content acquisitions with ASM’s publishing niche and high standards
- Daily use of technology for information acquisition and education
- Comfortable and personable in interactions with scientists and academics
- Ability to travel and to represent ASM

Salary: 60K. Send cover letter and resume to: ASM, Attn: HR, 1752 N Street, NW, Washington, DC 20036 or email to HR@asmusa.org. EOE.

This position is for one year, with a possible continuation, and is based in Washington, DC.
Title: Editorial Acquisitions Specialist

Department: ASM Press

Reports to: Director

This position does ( ) does not (x) supervise others

How many direct reports - 0

Titles of direct reports: N/A

Unit Mission: Acquire, produce, promote, and sell books that contribute to the strategic goals of the ASM Press.

The following are functions of the position, percentage of time usually spent on the function, and some of the tasks that fulfill that function. Functions and tasks include but are not limited to the following:

Function 1: Understand the publishing niche of ASM Press and the market served and create new products that appeal to the market (50%)

- Develop an awareness of the state of microbiological science, across its many areas, spotting, and even anticipating, scientific trends and determine how ASM Press might take advantage.
- Understand the workflows and learning and reference needs of the various target markets and develop products that meet needs, offer solutions to pain points, and facilitate education.
- Create a list of potential projects that address gaps in content offerings of ASM Press and that take advantage of content gaps in offerings of competitive publishers.
- Identify when there is a critical mass of new knowledge on a particular topic that would benefit from a state-of-the-art review or alternate presentation (periodical, database, tool).

Function 2: Build a network of current and potential authors and editors and a list of potential topics and content presentations (40%)

- Make contact with a broad range of microbiologists, learning about their research and teaching interests, and save data to database.
- Survey scientific literature and news sources in general to keep abreast of this very wide field, and research the major figures and developments in microbiology.
- Attend scientific gatherings and arrange discussions with potential authors and editors, often at their workplaces.
- Find and recruit expert authors to write and edit.

Function 3: Commission and prepare proposals for books and other products and assure that promised product meets intended goals (10%)

- Locate, assess, and commission potential textbook, reference manual, and monograph authors and editors via personal visits, email, and telephone.
• Develop experienced judgment regarding what content to request from authors and editors, eliciting timely delivery of the promised product and assessing the value of the content received.
• Upon approval by the Director, prepare product proposals, including an assessment of economic feasibility determined by the potential sales projections and pricing, and obtain proposal reviews from those with topical expertise.
• Work with the ASM Press Committee and Editorial Boards to assess potential content acquisition ideas and finalize proposals.

Eligibility Criteria
• Doctorate (or equivalent) in microbiology, molecular biology, or related scientific discipline
• Broad knowledge of microbiology and related disciplines, scientific curiosity, and demonstrated analytical skills
• Demonstrated abilities in translational scientific writing and interest in editing, publishing, education, and communication
• Demonstrated analytical skills, to ensure relevance of content acquisitions with ASM’s publishing niche and high standards
• Daily use of technology for information acquisition and education
• Comfortable and personable in interactions with scientists
• Ability to travel and to represent ASM