

**MANAGING EDITOR POSITION AVAILABLE**  
**Spring 2017**

**ORGANIZATION PROFILE**

Voice of Witness (VOW) is an award-winning, San Francisco-based non-profit that promotes human rights and dignity by amplifying the voices of people impacted by injustice. Through our oral history book series and education program, we foster a more nuanced, empathy-based understanding of human rights crises.

For over ten years, VOW has illuminated human rights issues in the U.S. and globally. Our oral history book series (published by Verso and McSweeney's) has amplified hundreds of seldom-heard voices, including those of wrongfully convicted Americans, undocumented immigrants, and people in Burma, Zimbabwe, and Colombia. Our education program serves over 20,000 people annually, and our oral history pedagogy has been used to train educators, writers, journalists, attorneys, and medical doctors.

Voice of Witness was cofounded by author Dave Eggers, writer & educator Mimi Lok, and physician Lola Vollen. For more information, visit [www.voiceofwitness.org](http://www.voiceofwitness.org)

**POSITION OVERVIEW**

Full-time, medical

Salary DOE

Start Date: April 2017

We are seeking an experienced managing editor with a passion for storytelling and social change to join our dynamic, award-winning team. As VOW's managing editor, you will run the book series and promote our titles in alignment with the organization's mission. You will ensure the timely publication of two titles a year, typically overseeing 4-7 book projects a year at various stages of development, in close collaboration with book editors, the VOW executive editor, and VOW's publishing partners.

If you believe strongly in our mission to illuminate human rights crises through oral history, and would like to help us grow as an organization, please consider joining us in our work.

**JOB DUTIES**

- Serve as a liaison between executive editor and authors, publisher, and others involved in book production and design.
- Collaborate with ED to generate yearly/project budgets and maintain them in an orderly fashion
- Work with authors and executive editor to develop editorial scope, structure, and style of each project.

- Create and manage project workflow and schedules for research, interviewing, transcription, editing, fact checking, and production.
- Help editors develop and maintain individual book project budgets
- Edit oral history narratives: work one-on-one with authors to craft narratives that are concise, clear and compelling; address issues of structure, language and continuity; maintain house editorial standards and style.
- Oversee research and contextualize rights issues to organize supplementary book material, including appendices and glossaries.
- Work with PR, outreach & development staff to edit excerpts and related content for serialization, marketing, promotional and consulting purposes. Help seek out book endorsements.
- Recruit, train, and coordinate editorial interns and volunteers.
- May prepare marketing and promotional materials for forthcoming publications.
- Help maintain and curate archives of Voice of Witness text and multimedia materials.
- Run the Voice of Witness Story Lab program, designed to incubate and evaluate potential Voice of Witness series books.
- Gather and organize project proposals to submit to editorial advisory, helping to evaluate project proposals from authors.
- Occasionally conduct interviews in the field in support of authors.
- Keep staff up to date on relevant developments with title details and production dates.
- With the executive editor, design and participate in project debriefs, strategy and yearly evaluation and assessment for the series
- Represent VOW at a limited number of conferences and events to promote and increase the visibility and reach of the organization
- Seek out and engage in professional development opportunities.

#### QUALIFICATIONS and EXPERIENCE

- A Bachelor of Arts in English. Master's degree preferred.
- At least five years' experience in non-fiction and fiction book editing and book production.
- At least five years' experience in personnel coordination and project management within a publishing environment.
- Demonstrated experience with book production software, including InDesign, Illustrator and Photoshop a plus.
- Demonstrated experience/commitment to oral history: researching issues, identifying potential narrators, conducting interviews, editing oral history narratives.
- Strong work ethic, excellent time-management and organizational skills. Must also be detail-orientated and require minimal direction.
- Ability to work with various editing styles, including Chicago and AP styles.
- Prior experience working within social justice/human rights conceptual framework, and with survivors of human rights abuse.
- A positive, respectful attitude and a sense of humor.

## APPLICATIONS

Qualified applicants may apply by emailing the following:

- A one-page cover letter
- A brief resume with two references
- Required writing samples: 3 examples of books you've edited and 2 writing samples (one of these should be an oral history)

Send the above materials in .pdf or .docx formats to:

mimi.lok@voiceofwitness.org with (YOUR LAST NAME) – MANAGING EDITOR in the subject line.

**Please, no phone calls or follow up emails. Only applicants whose qualifications best meet the needs of the job will be contacted.**