

THE JEWISH MUSEUM

JOB DESCRIPTION

DEPARTMENT: Curatorial Affairs

JOB DESCRIPTION DATE: 7/22/10

TITLE: Director of Publications

FLSA STATUS: Exempt

SUPERVISOR: Chair of Curatorial Affairs

SCHEDULE: Full-Time

SUMMARY: The Director of Publications oversees and manages all aspects of The Jewish Museum's publishing activities that relate to collections and exhibitions. Primary responsibilities are to work with the curators to create books that bring distinction to the museum for their academic integrity, popularity, fine production values and competitive cost-effectiveness and potential for strong sales in a business-minded not-for-profit institution. In addition, the position provides editorial support to interpretive materials for exhibitions (texts and labels) and provides guidance on exhibition graphics.

Essential Duties 80%

Works with deputy director for program, curators and other consultants to develop and vet the overall content of TJM curatorial publications; primarily exhibition catalogues and collection handbooks.

Collaborates closely with current publishing partner, Yale University Press (YUP) on all temporary exhibition catalogues and books about the Museum's collection. Prepares manuscripts, consults with designer and production manager, proofreads page layouts, reviews color proofs, works with printer, and supervises delivery of books, all in conjunction with YUP.

Negotiates individual contracts for each book with YUP.

Provides expense estimates for budgeting purposes, tracks expenses and sales, predicts royalties and works with senior staff to provide a cost-effective product.

Works with JM shop director to establish shop orders for publications.

For any books not to be published with YUP, creates materials that represent the project (description, preliminary specs, content, authors) and recommends publishers to solicit for each project (develops and maintains notebook of potential publishers). Prepares estimates of cost. Reviews publishers' bids and makes recommendations to curators and deputy directors on selection of publisher. Negotiates contract with publisher; reviews contracts with deputy directors.

In cases of self-publication makes recommendation for book packagers and book distributor; negotiates contract in consultation with deputy directors; coordinates ISBN and CIP data. Prepares

estimates of cost.

Supervises work related to publications by curatorial support staff assigned to exhibition and collection projects.

In consultation with curators, creates publishing and production schedules and oversees process; maintains and prioritizes publishing schedule for Program Division. Works closely with all publication authors to ensure that deadlines are met.

In consultation with curators, develops manuscript from outline stage; evaluates and edits (with the assistance of contracted editors as needed) earliest drafts of manuscripts; sets content and editorial style; evaluates and consults on design; oversees illustration and permission process with help from curatorial support staff.

Oversees line-editing of manuscript, including rewrite and writing when needed edits (with the assistance of contracted editors as needed); collaborates with various authors in editing essays and finalizing manuscript text.

Oversees preliminary copyediting; creates copyeditor's style sheet for book; oversees final copyediting.

Ensures that protocols are followed for seeking/clearing permissions (rights and reproductions) for content use including images and for paying licensing fees. Negotiates licensing fees as needed.

Manages production stages from copy-editing through press, working closely with curatorial staff, book publisher's editorial/production staff, freelance designers, copy editors, and proofreaders as needed.

Edits wall text and labels for exhibitions; works with designers, exhibition designers, and TJM staff to devise plan for exhibition graphics and signs.

Researches and implements use of electronic/digital technology in editing and printing.

Develops policies and procedures for granting permissions for reprints of TJM copyrighted material. Oversees granting of such permissions.

Non-essential Duties 20%

Collaborates with various Museum departments in development and editing of publications—for example, Education (children's books); Judaica (Hanukkah lamps); Director's Office (publications by Joan Rosenbaum); Web site. Evaluates and edits book proposals and manuscripts.

Creates style sheet for Curatorial and Education departments.

Reviews and evaluates external publications that accompany traveling exhibitions.

Reviews promotional copy for publisher's catalogue (and jacket copy).

Qualifications

B. A., graduate degree preferred

3–5 years editorial experience; strong editing and writing skills, including book development, line editing, copyediting, project management, book production, copywriting: all in a museum environment

Ability to be strategic and business-minded in creating a museum product

Experience with permissions and rights and reproductions

Ability to work with diverse text material, including art history and Judaica, and to collaborate with authors, curators, educators, publishers, museum staff

Ability to manage, coordinate, and complete multiple projects; work with tight deadlines

Knowledge of and interest in emerging electronic and digital technologies that relate to publishing

Excellent communication skills, written and oral

Send Resume with Cover Letter To:

Director of Human Resources

The Jewish Museum

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