

European Association of Zoos and Aquaria

Vacancy: Desktop Publishing Specialist



EAZA, the European Association of Zoos and Aquaria, represents and links more than 400 zoos, aquariums, national federations and other organisations in 48 countries. In addition to furthering the professional standards of our Members with regard to the care and accommodation of the animals kept in their collections, EAZA also facilitates cooperation in our key mission areas of conservation, education and research. More than 140 million visits are made to EAZA Members each year.

Journal of Zoo and Aquarium Research (JZAR)

The Journal of Zoo and Aquarium Research (JZAR) is a quarterly scientific, peer-reviewed journal which provides an open access forum for publication of novel, peer-reviewed research papers, reviews, technical reports and evidence-based case studies. Through their living collections, zoos and aquariums are uniquely placed to contribute to conservation-related research. Research categories covered by JZAR include studies in pure and applied biological sciences (e.g. behaviour, genetics, medicine, nutrition, population management and reproduction), in situ conservation research (e.g. socio-economic and field surveys) and research aimed at developing other roles of zoos and aquariums (e.g. visitor learning and marketing surveys).

A section of the Journal of Zoo and Aquarium Research is devoted to submissions of original, previously unpublished, case studies documenting the effects of a husbandry intervention. Evidence-based husbandry for living collections aims to apply the best available evidence gained from the scientific method to decision making. Sharing knowledge about the effects of management and/or husbandry interventions will improve global management of living collections. The vision is that the assessment and dissemination of the effectiveness of husbandry actions will become a routine part of zoological management practice.

Job Description

The Desktop Publishing Specialist will be responsible for ensuring all accepted manuscripts are made ready for publication, accurately representing the authors' submission, whilst complying with JZAR's in house style. The role will consist of type-setting scientific and technical manuscripts to a high standard and in a timely fashion, in order to obtain clarity, maintain consistency with the in-house journal style and result in aesthetically pleasing outcomes. The successful candidate will be required to liaise with authors to ensure proofs are ready for publication. The Desktop Publishing Specialist create final proofs from submitted articles, which will be will be part of small team

therefore, strong interpersonal skills and the flexibility to adapt timeframes and tasks are a necessity.

Duties and Responsibilities

- Liaise with the JZAR team to support the publication of JZAR in a timely fashion;
- Liaise with authors to ensure their submission fulfils JZARs publication requirements;
- Copy edit submissions and contact authors/editors if clarity is required;
- Contribute to the journal's development strategy in collaboration with the JZAR team, Editorial Board and the EAZA Executive Office;
- Prepare an Editor's report for Editorial Board meetings and Research Committee meetings;
- Promote the journal at conferences globally and help market it through various networks.

Required Qualifications and Experience

As the successful candidate you will be educated to degree level with a biological science, veterinary or equivalent degree, and will have understanding of the various disciplines in the fields of zoo biology and/or conservation science. You will have a detailed knowledge of online journals, open access journal models, the scientific peer-review process, and more specifically the requirements to publish in JZAR; it is essential that you have experience working with OJS and Adobe Creative Suite. You must be a fluent English speaker and have an excellent command of written English. You will demonstrate meticulous attention to detail and strong computer skills, with knowledge of type-setting and the familiarity with the zoo community.

Experience

- Candidates must have a minimum of one year work experience as a type setter;
- Experience with standard office word processing is essential;
- Experience working with OJS and Adobe Creative Suite is essential;
- Experience of working in or with zoos or aquaria is preferred;
- Experience of working in a multidisciplinary team environment is preferred.

Skills

- The ability to work effectively to deadlines and under pressure is paramount;
- Candidates must have excellent interpersonal skills and the ability to work across multiple cultures;
- Fluent written and spoken English is essential. The ability to communicate in another European language is preferred.

Working Arrangements

The position of Desktop Publishing Specialist is a part-time post to be employed on a consultancy basis. The Desktop Publishing Specialist will not be contracted to EAZA as a staff member. The Desktop Publishing Specialist will report to JZAR's Managing Editor.

This is a part-time position equivalent to 60 hrs per issue. The candidate will be required to work flexibly in response to fluctuation in workload due to the journal's quarterly publication schedule. The position can be based at the successful applicant's home institution. Remuneration will be on an issue by issue basis for four issues per year, at €947 per issue.

Applications and Recruitment Procedure

Interested applicants with the required attributes should send a CV and brief covering letter for the attention of Prof Vicky Melfi at jobs@eaza.net with the subject line "JZAR Desktop Publishing Specialist – Name of applicant". All applications received will be acknowledged by a return email.

Application deadline: 6 April 2020

Interviews will be arranged according to the location of those candidates selected for interview, to be run in late April.

We thank all applicants for their interest; however, only candidates short-listed for interview.