



SHALOM HARTMAN מכון
INSTITUTE שלום הרטמן

Journal Editor (English)

Mission and Philosophy

As a leading research center in Jewish thought and as a major educational institution in both Israel and the North American Jewish community, the Shalom Hartman Institute (SHI) suffuses Jewish life with ideas, texts, and values to face its most significant challenges. SHI cultivates academically-rigorous and morally-serious applied scholarship across its diverse network of scholars and thinkers, and creates cutting-edge educational programs for Jewish and Israeli leaders on the basis of that scholarship.

Position

In the fall of 2020, SHI is launching a new long-form journal as a platform for public intellectual thought and scholarship. The journal will publish new scholarship in both English and Hebrew, oriented towards the significant questions and challenges of North American Jewish and Israeli life. The journal will be housed at the Institute in both New York and Jerusalem but will be overseen by an independent editorial board, and will serve as a platform for scholars both inside and outside of the Shalom Hartman Institute. The journal will fill a need both in North American and Israel for well-researched and extensively argued thought-leadership, for building community among scholars and thinkers, and for creating a wider community of readers and thus stakeholders in significant Jewish conversations.

The journal's English Editor is a part-time professional responsible for overseeing the development and delivery of all editorial content for between two and four annual journal issues. In addition, the editor will use the website to generate and promote a constructive community based around the salient points discussed in the journal. Key tasks for this grant-funded role include championing the journal in public forums, developing the journal strategically in conjunction with the editorial board and Hartman team, assigning and editing all articles, overseeing journal design and production, managing the budget and editorial staff/consultants, developing editorial calendar and maintaining

publication deadlines as well as convening and communicating with the independent advisory board. The English Editor will work in close coordination with the Hebrew Editor to ensure stylistic and thematic coordination.

Duties and Responsibilities

Strategic Vision

- Develop and implement a strategic vision for the journal in conjunction with editorial board and Hartman team
- Champion the journal in public forums
- Evaluate and improve the journal's impact
- Create and analyze performance metrics to quantify results

Content Development

- Solicit, assign and curate content
- Manage content development process, including brainstorming content ideas and approving pitches
- Contribute content as appropriate
- Oversee proofreading procedures and edit copy
- Assist in evaluating finalized copy for compliance with policies, style and tone

Project Management

- Implement best practices, workflows, tools, and templates to maximize the efficiency and effectiveness of the publishing and design layout process, including managing detailed content schedules, and assigning tasks and deadlines for writers, designers, producers, and editors
- Develop and deliver the budget
- Manage and attend advisory board meetings
- Develop and implement distribution strategy

- Respond to readers where appropriate

Qualifications and Requirements

- Previous working experience in a similar or related field for at least 5 years
- PhD or advanced degree in Jewish Studies or related field
- Exceptional ability in academic writing, copywriting, and editing
- Excellent organizational and time management skills
- Outstanding communication, presentation and leadership skills

Salary range and benefits: \$30,000 - \$45,000 for 2 or 3 days per week, commensurate with experience. Qualified candidates may be eligible for additional research and teaching opportunities and affiliations under the auspices of Shalom Hartman Institute of North America.

To apply

Please send a resume and cover letter to jobs@shalomhartman.org. The cover letter should include descriptions of positions with relevant experience, and demonstration of successful expertise in the core demands of the position. Historically underrepresented populations especially encouraged to apply. SHI NA is an equal opportunity employer. No phone calls please.

We thank you for your interest in career opportunities with The Shalom Hartman Institute. Due to high volume, only those candidates selected for an interview will be contacted. Candidates who will be interviewed can expect a response within 2-3 weeks.