Manuscript Editor for *Education Next*

*Education Next*, a journal of opinion and research, is currently looking to hire a manuscript editor to start July 1, 2015.

*Education Next* is a journal of opinion and research that focuses on K-12 education policy. On a quarterly basis, *Education Next* publishes a collection of feature stories and research articles in an 88-page journal. Prior to the print publication of each issue, articles are released on the journal’s website [www.educationnext.org](http://www.educationnext.org).

This position will be filled on a contract basis.

**Qualifications**

We seek someone with excellent writing, editing, communication, and organizational skills and a substantial knowledge of education policy and research. An openness to school reform and an appreciation for the journal’s mission is necessary. Candidates with previous editorial experience will be given preference. In particular, we seek individuals with knowledge of journal/magazine production; experience covering education and related topics; strong reporting, writing, and editing skills; ability to work collaboratively with authors and editors; and an ability to keep to schedule and to work under deadline pressure.

**Primary duties**

- With guidance from the journal’s editor-in-chief, executive editors, and managing editors, maintain the journal’s clear, distinct voice and unwavering focus on high-quality content known for its factual accuracy, evidence-based conclusions, engaging writing and visuals, and lay-friendly presentation
- Take a major role in working with authors and editors to revise and edit the text of each article in each issue
- Collaborate with other editors on headlines, decks and callouts for each article
- Prepare final text of each article, working with copy editor, by production schedule deadlines for art director to design
- Review first and second proofs of articles for errors
- Collate comments of authors and other editors on first and second proofs, making text changes as needed for art director in InDesign files
- Act as an arbiter of style, helping the journal maintain its high standards
- Assist with the drafting and editing of press releases for articles as well as proposals and reports to foundations supporting the journal
- Participate regularly in conference calls and meetings to discuss new material for the journal

**Location and consulting fee**

- Although no specific location is required, we prefer that the manuscript editor be located in the Boston area.
- Financial arrangements to be negotiated.
- Interested candidates should send a cover letter and resume to amanda_olberg@hks.harvard.edu