

## MATERIALS TODAY PROCEEDINGS: MANAGING EDITOR ROLE

Materials Today: Proceedings is a conference proceedings journal which forms part of the Materials Today journal family published by Elsevier. As a result of significant growth in the number of conference proposals received, we are looking to appoint one or two managing editors to help review the proposals received, as well as to work on journal development.



### Person Specification:

#### Knowledge/Qualifications:

- PhD in Materials Science or related discipline (essential)
- An understanding of the function and organisation of conferences and conference proceedings (essential)
- Knowledge of the materials research landscape and higher education (particularly in India) (highly desirable)
- A thorough understanding of publication ethics (desirable)
- A strong publication track record in international journals (highly desirable)
- Experience of reviewing for international journals (highly desirable)
- Interest in scholarly publishing

#### Attributes:

- Ability to work independently
- Ability to communicate professionally, including fluent English (written and oral)
- Ability to manage a high volume of proposals, and manage priorities effectively
- Ability to make reasoned decisions, and document decision making approaches
- Collaborative approach to work
- Interest in collaborating with scholars from around the world

### Role specification:

The managing editor of MT Proceedings will be principally responsible for the review of all conference proposals received by the journal, with input from the publisher as needed. Alongside this main responsibility, they will also be required to collaborate with a range of stakeholders across Elsevier and externally with the following activities:

- Support the publisher, journal manager, content specialist and conferences team in the development of the journal's policies and workflows
- Collaborate with web management teams and publishing support offices on website updates and development
- Collaborate with the publisher in the development of guest editor training materials and resources
- Work with the journal manager to support guest editors and authors during the publication process
- Work with the publisher and ethics team to handle ethical issues that arise
- Collaborate with the publisher on university outreach efforts

- Support in the development and management of the external editorial board
- Act as a champion of MT Proceedings

This paid role is initially for a period of six months, renewable/extendable upon mutual agreement. Candidates should be available to work on or around 3 days per week.

Interested individuals should send their application or any questions to Lauren Ashby, Executive Publisher, Materials Science, at [l.ashby@elsevier.com](mailto:l.ashby@elsevier.com), using the subject line 'MT Proceedings Managing Editor'.