

# Open Palaeontology Managing Editor

**Location:** Remote

**Position Type:** Voluntary, part-time

**Application Deadline:** 12/12/2025



## The Role

**Open Palaeontology (OPal)** is seeking a **Managing Editor** to join its senior editorial team. This is an exciting opportunity to play a leading role in shaping a growing diamond open-access journal making high quality palaeontological research broadly accessible. As Managing Editor, you will oversee the journal's day-to-day editorial operations, working closely with the other Managing Editors and Handling Editors to manage peer review and publication workflows, upholding the highest standards of scientific publishing, and helping to shape the voice of the journal within the global palaeontology community.

## Key Responsibilities

- Ensure the ethical and efficient processing of submissions to the journal.
- Oversee, coordinate, and balance the workload of Handling Editors in submission processing.
- Maintain high standards of quality, accuracy, and integrity of published content.
- Contribute to the development and implementation of editorial policies and best practices.
- Mentor and support the editorial team, fostering a collaborative and professional environment.

## Why Join Us?

- You will be at the forefront of open science and open access publishing in palaeontology and the wider Earth sciences.
- You will have a meaningful impact on the direction and visibility of a diamond open-access scientific journal.
- You will help to shape the future of how palaeontological and broader scientific research can be shared and communicated.
- You will gain experience in managing a publishing team, editorial leadership, and journal processes.
- You will receive training in content management systems, editorial processes, and project and people management.

## Essential Criteria

- **Publishing or Editorial Experience:** Experience in scientific publishing, either through authoring and reviewing peer-reviewed papers or prior editorial work handling, editing, or coordinating peer-reviewed submissions.
- **Subject Expertise:** Knowledge and experience in palaeontology or a related biological or Earth Science discipline, with awareness of current research and developments.
- **Organisational & Time Management Skills:** Ability to manage multiple projects and deadlines efficiently while maintaining accuracy and precision.
- **Attention to Quality:** Attention to detail and the ability to spot and work towards correcting errors or mistakes.
- **Commitment to High Standards of Integrity:** Ability to take and hold reasoned editorial decisions based on scientific and ethical merit.
- **Interpersonal & Communication Skills:** Ability to collaborate effectively and maintain positive professional relationships; excellent written and verbal communication.
- **Commitment to Open Science:** Enthusiasm for open access publishing and promoting transparency, accessibility, and equity in scientific communication.

## Desirable Criteria

- **Education:** PhD in palaeontology or a related field.
- **Editorial Leadership Experience:** Experience in academic publishing leadership, editorial decision-making, or peer review coordination.

## Open Palaeontology Managing Editor

**Location:** Remote

**Position Type:** Voluntary, part-time

**Application Deadline:** 12/12/2025



- 
- **Integrity & Professionalism:** Demonstrates fairness, accountability, and transparency in all editorial and professional activities.
  - **Leadership & Management Skills:** Proven ability to lead teams, oversee projects, coordinate workflows, and implement strategic initiatives.
  - **Work Ethic & Initiative:** Self-motivated, reliable, and proactive in contributing to the success and growth of the journal.

### How to Apply

Please submit:

1. An up-to **one-page cover letter** outlining your relevant experience and motivation for applying.
2. Contact details for two referees.

Send your application to [contact@openpalaeo.org](mailto:contact@openpalaeo.org) with the subject line "*Managing Editor Application – [Your Name]*".