

CENTER FOR BASQUE STUDIES
UNIVERSITY OF NEVADA, RENO

Publications Coordinator

The Center for Basque Studies is seeking a Publications Coordinator to assist its faculty with the production of books by leading scholars in a range of disciplines. As a research center at UNR, the CBS has published forty-three books to date and normally produces seven new volumes every year. The Center has eight book series, including Basque Literature, Basque Politics, Basque Diaspora and Migration Studies, Basque Classics, Occasional Papers, Conference Papers, Textbooks, and the William A. Douglass Distinguished Scholar Series. The successful candidate will work closely with the series editors and will have the following primary duties: 1.) assign ISBN numbers to each book format and maintain a database of numbers; request CIP data from the Library of Congress and provide ASCII-formatted and coded text, as well as a digital form with publication details and a concise summary of the text; forward the CIP data to the book designer; 2.) request book summaries and biographical information from authors or editors for dust jackets; prepare copy for the publications' brochure and CBS web site; 3.) communicate with printers about deadlines and problems; 4.) prepare printing specifications for printers, in conjunction with the book designer; solicit bids from printers for each title; communicate with printers regarding book details, problems, deadlines; complete forms for the UNR purchasing office for printing and binding; request printing releases for off-campus print jobs; send text printout to printer as required; 5.) together with series editors, check blueines/proofs for books, dust jackets, book covers and send approvals to printers to maintain the printing schedule; 6.) email all book details and the cover image to the CBS webmaster; 7.) maintain a list of contact information for qualified freelancers capable of translating, copyediting, indexing, and proofreading; solicit bids for upcoming jobs and provide freelancers with details and deadlines; 8.) coordinate the distribution and storage of all publications; 8.) work with series editors on contact lists for sending review copies and promotional material and for press releases, develop an advertizing strategy and implement it; and 9.) oversee the sales (on-line and through book distributors) and marketing infrastructure for CBS publications.

This is an 11-month contract. This position is a .80% FTE position - 32 hours per week. The salary for this position is \$25,400 including benefits. This position may be renewed, if funding is available. The successful candidate will ideally have some experience in publishing, and experience in marketing and sales will be advantageous. Letters of application (including details of relevant experience), a résumé, and the names/contact information of three referees should be sent to Kate Camino, Center for Basque Studies, MS/2322, University of Nevada, Reno 89557; email kcamino@unr.edu. Telephone enquiries should be directed to (775) 784-4854. Application deadline July 1, 2009. Full job description:

<http://basque.unr.edu/CBSPublicationsCoordinator2009.pdf>. EEO/AA.