

## Job offer: Editorial and communication manager

The International Viticulture and Enology Society (IVES) is an academic association dedicated to viticulture and enology. Founded in 2017 by a group of leading universities and research institutes, it aims to make the results of scientific research in this field freely available for researchers and professionals. IVES publishes OENO One, a vine and wine online open access peer-reviewed journal launched in 2016 and IVES Technical Reviews – Vine and Wine (a tool to transfer current research to end-users, since 2019). IVES recruits in order to create a new journal and to develop its activities.

POSITION PROFILE	LINE MANAGER
Training: Master degree in science communication or equivalent	Jean-Philippe Roby, publication director
Job title: Editorial manager of IVES Conference Series and Oeno One, IVES communication manager	Contact: <a href="mailto:jean-philippe.robby@agro-bordeaux.fr">jean-philippe.robby@agro-bordeaux.fr</a>
MISSIONS	
<ul style="list-style-type: none"> <li>- Under the responsibility of the publication director and editors-in-chief: creation and then management of a journal dedicated to the publication of international conferences proceedings (IVES Conference Series). 30%</li> <li>- Technical and administrative management of a research journal (OENO One, 40%), including (non-exhaustive):               <ul style="list-style-type: none"> <li>. Management and optimization of the OENO One publication platform</li> <li>. Management of the articles flow</li> </ul> </li> <li>- Management and coordination of IVES communication activities (15%)</li> <li>- Participation in the management and development of IVES partnerships (5%)</li> <li>- Participation in the budget construction, discussions about IVES strategic orientations and management (5%)</li> <li>- Secretariat, note-taking, reports (5%)</li> </ul>	
EXPERTISE	
<ul style="list-style-type: none"> <li>- Proofread, edit and layout scientific contents before publication.</li> <li>- Communicate with authors and editors.</li> <li>- Manage the proofreading services of the articles before publication (via English and French service providers).</li> <li>- Use professional software of graphic design (in particular Adobe Indesign, Illustrator and Photoshop).</li> <li>- Work as part of IVES team and collaborate with close partners (Universities and research institutes, private partners, members of the editorial board).</li> <li>- Coordinate internal and external communication activities.</li> <li>- Create written and visual communication tools (internal newsletters, press releases, booklets, leaflets, posters, roll-up banners, etc).</li> <li>- Participate in the organisation of IVES key events: general assembly, editorial board meetings, etc.</li> <li>- Organise events to promote IVES internationally.</li> <li>- Master the English and French languages very well (<a href="#">level C1+ or more</a>).</li> </ul>	
JOB DETAILS	
<ul style="list-style-type: none"> <li>- Location: Institut des Sciences de la Vigne et du Vin (Villenave d'Ornon, FRANCE).</li> <li>- Work type: Permanent position (full time).</li> <li>- Deadline for applications: 25<sup>th</sup> of August at noon (French time).</li> <li>- Interviews mid-September, expected starting date 1st of November.</li> </ul>	

To apply, please send an email to Jean-Philippe Roby ([jean-philippe.robby@agro-bordeaux.fr](mailto:jean-philippe.robby@agro-bordeaux.fr)) before the 25<sup>th</sup> of August at noon, including a CV (in English) and a cover letter (in French and in English).