

POSITION OFFER: ASSISTANT - Editorial Production (6 months)

The **International viticulture and enology society (IVES)** is an international academic association, its aim is to make the results of the vine and wine research freely accessible. Launched in 2017, IVES publishes two open access journals: a scientific journal (**OENO One**) and a technical journal (**IVES Technical Reviews**). IVES also publishes a portal (**IVES Conference Series**) which brings together outcomes from major international viticulture and enology conferences. In this context, IVES wishes to hire a dynamic and motivated person to strengthen its team and support the increase in its editorial activity.

Description of missions and skills

Main tasks

- Putting content online on the IVES Conference Series portal
- Assistance with the layout of articles (OENO One and IVES Technical Reviews)
- Checking the technical conformity of articles before publication on the platforms of the different journals
- Finalise typographical checking of texts
- Consistency of the various elements and adaptation of illustrations (references, figures, tables)
- Carry out the digital layout in accordance with the model graphic charter

Secondary tasks and skills

- Updating data or publishing content on the association's websites or journals and on social networks
- Support for communication actions and development of tools
- Support for the organisation of and participation in events organised by IVES (offices, board of directors, general assembly, annual scientific conference, etc.)

Profile and skills required

- Beginner accepted
- Bachelor / Master in edition / communication / science communication
- Knowledge of WordPress
- Good knowledge of typographic rules
- Knowledge of graphic design software, in particular Adobe Indesign
- Good level of written and spoken English and French (B2 minimum)
- Interest in viticulture and enology
- Interest in the dissemination and access to scientific knowledge
- Dynamism, autonomy and rigour

Additional information

- Type of employment: Full-time (100%) – 35 hours / week
- Duration: 6 months from November 2021
- Location: Institut des Sciences de la vigne et du vin (ISVV), Villenave d'Ornon, France + teleworking
- Salary: 1,500 € per month (net salary)

Application

- Contact: Please send your resume and cover letter by email to Julien Dumercq, executive manager of IVES (jdumercq@ives-openscience.eu)