

FLOSS Manuals: Editor Job Description

Job Position: Editor

Date: ASAP for 6 months (extendable to 12)

Salary: 55,000-58,000 EUR pro-rata (1 day per week)

Reports To: Project Co-ordinator

Works closely with: FLOSS Manuals project team

Start Date: ASAP

ABOUT FLOSS MANUALS

The FLOSS Manuals Foundation (FMF) works to bring together people to produce free documentation about Free Software. Our key strategies to achieve this are writing commissions, creation of documentation communities and Book Sprints.

Book Sprints are an innovative format based on Code Sprints but with the focus on producing documentation instead of code. A sprint brings together a group of writers, editors, and perhaps an artist and production specialist, to go from outline to published book in five days.

SUMMARY OF PROJECT

FMF recently secured a European grant to test the relevancy of the Book Sprint in the context of the composition of scientific papers and books in the field of ICT research and innovation, and to assess the benefits and shortcomings of this methodology in comparison with the traditional writing practices of the sector.

The role of the Editor will be to assist the writing of all deliverables and any other written outputs of the project.

ESSENTIAL RESPONSIBILITIES

- Attending and editing scientific copy at research events (Book Sprints)
- Assisting in the collecting, organising and archiving research documentation
- Assisting in ensuring the timeliness, accuracy and quality of research deliverables and reports
- Assisting in the writing of narrative reports
- Assisting in the collection of information (news, stories, photos and videos) from the project to upload onto FLOSS Manuals and partner websites
- Assisting in communicating with FMF stakeholders

QUALIFICATIONS

Necessary

- Experience with scientific writing projects
- Fluent written and spoken English
- Skills in using office packages, open software tools, databases
- Proactive and well organised, experience of working as part of a team

Desirable

- PR or marketing experience
- Website updating & social media strategy skills
- Experience of collaborative writing / publishing

CONDITIONS

- 1 day per week
- FLOSS Manuals is decentralised, Internet-based organisation. As such, candidates can be based anywhere in the EU
- Start ASAP
- Type of contract: 6 month Netherlands payroll (expected extension to 12 months)
- Only complete applications of those authorised to work in the EU will be reviewed

APPLICATION

Please send your application files (resume in English, cover letter and the names and contacts of two referees) to mick@flossmanuals.net

Please use the cover letter to outline details of your suitability for this post and to be a part of the FLOSS Manuals team.

Deadline for applications: 10th April 2013.