

INSTITUTE OF JAMAICA

(An Agency of the Ministry of Culture, Gender, Entertainment & Sport)

Applications are invited for the following **temporary** position in Central Administration:

Managing Editor (MCG/IE 4) (Band 8)

Job Summary

To provide accurate and up-to-date information in respect of subscriber accounts and manage the editorial and production activities of *Jamaica Journal*, *Liberty Hall: The Legacy of Marcus Garvey's 76 King Street* publication, and collaborate with the African Caribbean Institute of Jamaica/Jamaica Memory Bank (ACIJ/JMB) Publications Officer on the *ACIJ/JMB Review Journal*. The role primarily focuses on overseeing the management and editorial processes for the *Jamaica Journal* publication.

Key Responsibilities

- Converts and maintains up to date records for all three publications: *Jamaica Journal*, *76 King Street* and *ACIJ/JMB Review* (in collaboration with the Senior Research Officer, *Liberty Hall: the Legacy of Marcus Garvey* and ACIJ/JMB's Publication Officer). This includes managing databases for subscribers and ensuring regular updates.
- Increases the subscription base of the *Jamaica Journal* primarily, and also work to increase subscriptions for *76 King Street* and the *ACIJ/JMB Review Journal* where applicable.
- Produces a monthly income statement reflecting subscription income from all three publications.
- Responds to all subscriber queries and manage the subscribers' accounts for all three publications
- Executes monthly inventory of *Jamaica Journal*, *76 King Street* and *ACIJ/JMB Review*, ensuring all records are accurate and up to date (in collaboration with the Senior Research Officer, *Liberty Hall: the Legacy of Marcus Garvey* and ACIJ/JMB's Publication Officer).
- Produces the IOJ Runnings/electronic newsletter on a bi-annual basis as part of promotional outreach and subscriber engagement efforts. .
- Oversees the creation and submission of photographs, illustrations and articles for the *Jamaica Journal* are submitted in compliance with editorial deadlines
- Collaborates with **the Business Development Officer** to identify events where subscriptions for *Jamaica Journal*, *76 King Street*, and the *ACIJ/JMB Review Journal* can be promoted. Executes the point-of-sale process on site and at internal and external publications fairs and related cultural events.
- Prepares budget for promotional events related to all three publications, with primary focus on the *Jamaica Journal*.
- Ensures timely production and archiving of each publication issue in electronic format (e.g., CD ROM) for institutional records like the National Library of Jamaica.
- Ensures that quotations are obtained from printers for each issue of the *Jamaica Journal*, *76 King Street* and *ACIJ/JMB Review* and copies filed for the records.
- Prepares/edits some or all parts of in-house content for inclusion in *Jamaica Journal*.
- Prepares requisition to the Finance and Accounts Department to ensure timely mailing of Journals to Subscribers.
- Dispatches each issue of *Jamaica Journal* to subscribers
- Responds to research requests regarding articles in the *Jamaica Journal*.
- Prepares accurate information on subscribers and information on promotions for IOJ's report.
- Manages the back issue consignment arrangements with retailers (e.g., Sangster's Book Stores) for *Jamaica Journal* by producing a monthly sales report.
- Communicates with printers and check to ensure timelines for publication are met
- Prepares and updates the Institute of Jamaica Publications Catalogue to include all three publications.
- Arranges for binding of each volume of the *Jamaica Journal*.
- Manages the subscriber accounts online for the *Jamaica Journal*, ensuring accurate and up to date information.
- Conducts research on articles from the *Jamaica Journal* for future publication and archival purposes.
- Oversee the work of junior editors, assistant editors, and other editorial staff.

Minimum Required Qualification/Experience

Degree in Management Studies/Business Administration/Arts, Social Science or related field with three (3) years practical experience in managing publications, editorial processes and subscriber management.

Salary Scale

\$4,266,270.00 p.a. to \$5,737,658.00 p.a.

(Please note that new employees are paid at the minimum rate)

Applications should be submitted by Wednesday, **December 31, 2025** to:

**Director Human Resource
Development and Management
Institute of Jamaica
10-16 East Street, Kingston
EMAIL: personnel@instituteofjamaica.org.jm**