



Language Editor and Translator for Academic Publications

The *Max Planck Institute for the Study of Societies (MPIfG)* is a leading international institute for basic research in the social sciences in downtown Cologne. Our Editorial and Public Relations Unit is looking for a language editor and translator as of fall 2018. The unit supports an international research staff doing pioneering work on the governance of modern societies.

Your role

- language editing of articles, book chapters, and presentations written in English by the institute's researchers as well as informational material about the institute;
- translating academic and informational texts from German to English;
- managing publishing projects with authors and freelancers;
- preparing English-language reports documenting the institute's research;
- supporting the development of new academic publishing formats for our researchers.

Your background and skills

- university degree or equivalent;
- excellent writing skills (native speaker competence) in English, excellent editing skills and excellent translating skills from German to English;
- experience editing and translating academic texts;
- good command of spoken and written German;
- experience with the academic publishing process in print and online;
- attention to detail while working on large projects;
- good command of Microsoft Office programs, especially Word.

Additional qualifications such as a background in the social sciences and experience with translation software (Trados), publishing software (Adobe Creative Suite), database applications, and Sharepoint would also be welcome.

If you enjoy being part of a team, working in an academic environment, and carrying complex projects to completion, you could be a successful candidate. If you also have a good feel for language, an eye for what looks good in print and online, and outstanding communication skills, we would like to meet you.

The MPIfG encourages its employees to take wide-ranging responsibility for the projects they are entrusted with. The part-time position (29 hours/week) is currently on a two-year contract basis; a longer-term perspective is possible. The salary can be up to TVöD 10 (depending on your qualifications) and offers the social security benefits customary in German public service. The Max Planck Society supports all employees in achieving work and family life balance and has been certified by the "berufundfamilie" audit. We are committed to employing more individuals with disabilities.

Please apply in English and submit your application as a single PDF file at <https://jobs.mpifg.de> by **May 18, 2018**. Address your application, and any questions you may have, to the Head of the Editorial and PR Unit, Christel Schommertz.

Contact: Christel Schommertz
Head of Editorial and PR Unit
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April 2018

