

Max-Planck-Institut für Wissenschaftsgeschichte



The Max Planck Institute for the History of Science (MPIWG) is an internationally respected research institute of the Max Planck Society (MPG) with currently two research departments, several research groups, and a graduate school. Around 200 employees and guests from all over the world are currently working at the Institute. Department “Artifacts, Action, Knowledge” studies the history of knowledge and action considering the changing role of artifacts: texts, objects, and spaces. Our research collectively examines the processes and structures by which people grappled with the materiality of existence. Through the analysis of everyday actions, we interrogate the boundaries and intersections between the inner workings of objects and all domains of life. Together these approaches allow us to pursue inquiries into historical epistemologies of action. For more detailed information, please visit the department website.

Publications Manager (m/f/d)

19,5 hours, TVöD E12

City: Berlin; Starting date (earliest): At the earliest possible; Remuneration: TVöD E12;
Closing date: 28/02/26

Tasks

- Take a leading role in shaping the linguistic and editorial quality of the department's publications, and provide high-level academic editing for publications in the history of science, technology, and related fields
- Copyediting, developmental editing, proofreading, formatting according to publishers' style sheets, creation of bibliographies for academic texts in English, and a second language as applicable (for example: Arabic, Chinese, French, German, Italian, or Japanese)
- The setting up and day-to-day management of academic publication projects, including editorial work for English-language collective volumes and journal issues (in cooperation with student assistants)
- Translate and edit academic texts between English and a second language, and verify multilingual references, including entries in footnotes and bibliographies.
- Correspondence with authors, publishers, and institutions such as libraries and archives
- Editing of English texts, e.g., for the website of the department, its in-house publications, calls for papers/conferences, and other communications
- Image research and the acquisition of digital files, licenses, and permissions

Requirements

- MA degree in humanities or social sciences, ideally in the history of science/technology, history, STS, regional studies, or related fields
- Native-level English language competency
- A very good command of a second language, preferably Arabic, Chinese, French, German, Italian, or Japanese)

- Experience in editorial tasks, translations, and management in an academic publishing environment
- Very good command of office software for text processing, formatting, and manuscript organization including reference management software
- Outstanding editorial judgment, deep familiarity with academic communication, and the ability to work with complex, interdisciplinary research materials
- Experience in indexing is highly desirable
- Exceptional attention to detail balanced with the ability to prioritize and delegate duties in a deadline-driven environment
- Ability to work in a team as a dedicated, reliable, and creative colleague with a genuine interest in academic research

What we offer

- flexible working hours; the opportunity to work from home as arranged with your superior; the opportunity to work part-time
- annual year-end bonus; occupational pension (VBL); subsidy for public transportation within Berlin or Germany ("Jobticket"); paid leave on Christmas Eve (December 24) and New Year's Eve (December 31) in addition to regular annual leave
- weekly in-house yoga classes; regular information on occupational health management courses offered by our partner health insurance companies
- access to the wide range of training courses offered by the MPG's Planck Academy
- close contact with all research and research-support units and the opportunity for direct, personal dialogue
- an international setting with staff and guests from more than forty countries

The Max Planck Society is an equal opportunity employer that strives to foster an inclusive workplace. As an institute of the MPG, the Max Planck Institute for the History of Science supports a working community for all free from discrimination and harassment. We explicitly encourage applications from qualified individuals who belong to groups that are often underrepresented in the workplace due to age, disability, ethnicity, family status, gender, nationality, race, sex, sexual orientation, socioeconomic background, or religion.

Please follow the links to find out more about the MPIWG's policies on gender equality and hiring practices for people with disabilities, as well as Germany's anti-discrimination laws as outlined in the General Equal Treatment Act.

Application

Please submit your application with complete documents, preferably without a photograph, through our application portal. Include cover letter, curriculum vitae, copies of qualifications (in a single PDF file), employment references (in a single PDF file), and a sample of your editorial work (anonymized), or a sample of published work that you have edited (in a single PDF file). <https://recruitment.mpiwg-berlin.mpg.de/position/33423363>

Applications must be received by February 28, 2026 (23:59 CET) // The review of applications will begin by as soon as possible, and will continue until filled.

Please note that we can only accept electronic applications submitted through the portal.

For any questions about the position, please contact Prof. Dr. Dagmar Schäfer, Director of the Department Artifacts, Action, Knowledge (schaeferoffice@mpiwg-berlin.mpg.de). For questions about the application process, please contact Dr. Rand El Zein (relzein@mpiwg-berlin.mpg.de).

Further information on the MPIWG can be found at <https://www.mpiwg-berlin.mpg.de/>.

More information at <https://stellenticket.de/201094/HTWB/>
Offer visible until 26/02/26

