

OEIS Managing Editor Position Description

Summary

The OEIS Foundation, Inc. (a US educational charity which is tax exempt under Internal Revenue Code § 501(c)(3)) is seeking accomplished candidates for the newly-established position of Managing Editor of the *On-Line Encyclopedia of Integer Sequences* (the OEIS).

The OEIS, started in 1964 by Neil J. A. Sloane, is an on-line, worldwide, public database of numerical sequences, along with commentary, references, links, computer code, and other associated information. It has been described as a unique “mathematical wikipedia” whose articles can be searched numerically as well as textually.

Today the OEIS receives a million hits per day, publicly serving research-quality content. It has been cited over 11,000 times in the scientific literature, and was described by Fields Medalist Terence Tao as an essential tool for modern mathematics.

Currently hosting over 375,000 curated entries, the OEIS receives as many as 100 submissions daily, both new contributions and updates to existing entries.

The Managing Editor role will be primarily responsible for ensuring the high quality and timely processing of this flow of newly-submitted entries and updates.

In addition to hands-on review, revision, and approval or rejection of content, as an employee of the OEIS Foundation the Managing Editor will also help organize, support, and lead the community of volunteer Editors-In-Chief and Associate Editors (currently totaling about 170).

Reporting to the President of the OEIS Foundation — and working closely with its Chairman, Trustees and other staff — the Managing Editor’s role will also entail the development and regular distribution of analytics and similar reports of management metrics such as the inflow of new submissions, backlog, elapsed time of unprocessed submissions, total acceptances and rejections etc., as well as other projects and relevant duties that will evolve over time.

The Managing Editor will also be called upon to represent and respond on behalf of the OEIS, in a professional and empathetic manner, communicating with the scientific community and the general public, thereby serving as an “ambassador for the world of mathematics”.

Qualifications

Expectations of successful candidates for this role include

- Having a PhD in mathematics, or equivalent broad knowledge of, and passion for, mathematics.
- Having a working familiarity with applicable modern computing science and practices.
- Being a United States resident (the OEIS Foundation is a US public charity).
- Having the ability to work effectively remotely (OEIS headquarters is in the Eastern US time zone).
- Possessing fluency in speaking, writing, and editing both general as well as technical English content.
- Having a facility with one or more of the computer languages commonly appearing in OEIS entries (Python, PARI, Maple, Mathematica, etc.)
- Being an open-minded, sympathetic, and collaborative individual, who combines a passion for excellence with getting things done.
- Having an ability to mediate tactfully and lead a diverse international community of stakeholders, colleagues and contributors.

Base salary for this position is US \$50K to \$100K depending on qualifications, full or part-time commitment, and other factors. Package also includes health and other benefits.

Letters of application, with a current resume (hyperlinked or attached) should be submitted by January 25, 2025 via email to hiring@oeis.org with a subject line containing "Managing Editor Application".