



De Gruyter Brill is a global leader in scholarly publishing in the humanities and beyond. Combining a rich heritage dating back to 1683 with a forward-looking mindset, our mission is to publish and curate indispensable research that breaks boundaries, builds new bonds, and shapes a better future. Join our diverse and passionate team of over 600 colleagues around the world – and help us shape the future of scholarly communications.

For more information, visit degruyterbrill.com.

For our **Index Islamicus Indexing Team** we are looking for a:

Freelance Editor-in-Chief/Head Indexer

Index Islamicus (32h/w)

(f/m/d)

Remote | full-time | as soon as possible

Position Summary

We are seeking a knowledgeable and detail-oriented **Editor-in-Chief/Head Indexer** to lead the strategic development and day-to-day operations of *Index Islamicus*. This role combines bibliographic expertise with team leadership and metadata management. The ideal candidate will have a background in library science and/or Middle East and Islamic Studies, and a solid understanding of cataloguing systems and digital content management.

Your Key Tasks & Responsibilities

- Define the long-term vision and development strategy for *Index Islamicus* in collaboration with Brill's editorial and digital teams.
- Keep track of trends in bibliographic indexing and metadata standards to ensure the database remains authoritative and user-friendly.
- Lead and coordinate an international team of indexers by providing guidance, training, and quality control.
- Manage workflows to ensure the timely delivery of bibliographic records for both the online platform and annual yearbooks.
- Create, edit, and verify bibliographic records using Brill's content management system (CMS).
- Ensure metadata completeness and consistency across records. Maintain high standards of accuracy and scholarly relevance.

Your Qualifications

Required:

- Degree in Library and Information Science, Middle East/Islamic Studies, or a related field.
- Proven experience with bibliographic indexing, cataloguing standards (e.g., MARC), and metadata management.
- Familiarity with academic research workflows and scholarly publishing.
- Excellent command of English.
- Reading knowledge of one language pertinent to the regions covered in *Index Islamicus* is a plus.
- Strong organizational and communication skills.
- Experience managing teams.
- Knowledge of digital humanities tools.

What We Offer You

- An hourly fee of EUR 50,-.
- A meaningful role developing a seminal research tool, in collaboration with a prestigious academic publishing house.
- Flexible working hours.
- Remote working.
- Opportunities for international collaboration.
- A collegial and intellectually stimulating (remote) work environment.
- Attendance of relevant conferences (e.g. MELCOM).

How to Apply

Please submit your CV and a cover letter outlining your qualifications and interest in the role to Nicolette van der Hoek, Sr. Acquisitions Editor, De Gruyter Brill, Nicolette.vanderhoek@degruyterbrill.com, before **5 January 2026**.

At De Gruyter Brill, we are dedicated to diversity, equal opportunity, and building an inclusive culture where everyone belongs. We believe in individual potential, so please apply even if you don't meet every requirement—passion and a willingness to learn matter as much as qualifications. We look forward to hearing from you!