

JOB DESCRIPTION

JOB TITLE: Editor, books

JOB SUMMARY

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PRIMARY RESPONSIBILITIES:

Assume overall responsibility for copyediting and production of scientific/technical publications. Coordinate in-house and free-lance technical copy editors and proofreaders. Coordinate and track flow of pending and in-process publications. Work on other communications department projects on an as-needed basis.

Copyedit material to conform to association style guidelines and correct errors. Provide final proof approval for technical publications.

Correspond with authors, editors, and technical committees to provide information and guidance in proper methods of submitting publishing projects, to clarify questions of accuracy, to obtain proper copyright transfer to ensure complete and up-to-date manuscripts and associated materials, and to maintain current information on work in progress.

SECONDARY RESPONSIBILITIES:

Copyedit and proofread non-technical marketing and promotional material as assigned to ensure accuracy and conformity to association style.

Maintain production status reports on pending and in-process publications; coordinate schedules among free-lance and in-house personnel as well as with authors and editors.

Work with Director of Communications, the Manager, Publishing, and various technical committees on development of new association publications. Work with Public Relations/Marketing Manager to determine marketability of publications.

EDUCATION/KNOWLEDGE

BA in English or other appropriate field.
2 or more years experience

SUPERVISION

Style must conform to the established guidelines. Written material generally is prepared in consultation with others.