

JOB DESCRIPTION

POSITION: Production Editor, Member Pubs :

JOB SUMMARY

Serve as liaison to design, type, and print vendors both internal and external for the Journal and the magazine. Work with graphic designers, advertising account representative to develop the layouts of both member publications. Function as key staff leader for scheduling and tracking technical articles for the Journal and working with Editor-in-Chief to preserve the integrity of the technical, research portions. Work with the Senior Editor to coordinate proofing, copyediting, and quality control primarily of both publications and actually performing some copyediting and proofing. Oversee the electronic production of the Journal.

RESPONSIBILITIES

1. Layout of newsletter and Journal
2. Setting schedules for and tracking copyediting, proofing for member publications.
3. Liaise with design, type, and print vendors internally and externally.
4. Work with Editorial Assistant to track manuscripts, work with authors and coordinate the author contacts, primarily for the Journal.
5. Copyedit, proof, quality control.
6. Carry out the copyright registration and control functions for member pubs.
7. Project leader for the development and maintenance of the electronic Journal.
8. Project leader for the "New Products" section of the Journal
9. Other duties as assigned as a member of the Communications team.

JOB KNOWLEDGE

Bachelors in publishing, communications, or related field.

EXPERIENCE

Up to 12 months.

COMPLEXITY OF DUTIES

Involves use of various procedures and application thereto of clearly prescribed standard practices which require the making of some decisions and use of some judgment.

SUPERVISION RECEIVED

Under general supervision, proceeds alone on regular duties, referring questionable cases to supervisor or others.