

Sasquatch Books Position Description

Date: February 2017

Position Title: Production Editor

Reports to: Director of Production

Job Summary: Under the general direction of the Director of Production, and supervision of Managing Production Editor, works independently to analyze manuscripts for conformance to contract requirements, to perform or direct editing as required, and to track and complete all editorial functions on projects as assigned. Including liaison with and instructions to authors, hiring and supervision of freelance staff as necessary, collaboration with in-house acquisitions, designers and production staff.

Essential Functions:

- Responsible for handling assigned manuscripts/projects from the editorial review stage through production, including: overseeing manuscript copyediting, coordinating design samples, tagging manuscripts for design, ensuring projects stay on schedule adhering to all deadlines.
- Reviews page proofs for accuracy, quality, consistency, and page makeup. Coordinates author/proofreader reviews of proofs. This may include proofreading in-house as the schedule permits. Copyedits and proofreads cover copy.
- Liaison with AE's for manuscript development and modifications once project is transmitted.
- Functions as a liaison between authors, freelancers, and in-house personnel. Negotiates and records editorial costs.
- Generate, administer and update production schedules from manuscript acceptance to file sign-off and assign projects to relevant team members. Performs other editorial duties as necessary.

Minimum Requirements:

Education: BA in English, Journalism, Communications, or related field, or equivalent college courses and experience. Certificate in Editing or similar classes preferred.

Experience: Minimum one year of proofreading experience, six months book production experience and three months supervisory experience managing freelance editors. Additional relevant education, internships, and experience preferred. Emphasis on project management background and strong editorial skills (*Chicago Manual of Style knowledge specifically, cookbook/children's/non-fiction knowledge preferred*).

Knowledge and Skills: Excellent command of English language and grammar. Excellent communication skills, both written and verbal, and great attention to detail. Excellent editing, proofreading, analytical, and organizational skills. Ability to work independently on projects with authors and freelance editors. Knowledge of book production processes a plus. Computer proficiency with Mac OS and software, specifically Word and Excel. Working knowledge of Macintosh applications and design programs, such as InDesign and Photoshop preferred. Indexing experience a plus!

Working Conditions: Based in Seattle, WA. *Full time position working with small team in busy office with ongoing deadlines.*

Physical Requirements: *Sitting at a desk or computer in open office environment for up to nine hours per day.*

Disclaimer: The above information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain nor to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

CONTACT

e-mail cover letter and resume for attention of hiring manager at jobs@sasquatchbooks.com

Deadline 20th February 2017.

No calls please.