



WILLIAM H. SADLIER, INC

JOB DESCRIPTION

Position: Editor

Department: Publications

Reports To: Editorial Director

Summary: Assist in the timely development of a project from onset to bound book, editing manuscript for content, accuracy, reading level, grammar, style, and length

Core Responsibilities:

- Identifies problems in content or planning and recommend solutions
- Maintains and meets production schedules and inform managers if circumstances prevent meeting these deadlines
- Reviews published material for reprints
- Attends the daily/weekly departmental status meeting and report on assigned projects
- Develops assigned project-manuscripts and see them through the developmental and production stages
- Commits to assigned schedules, benchmarks, and budgets for all assigned product
- Consults with the Editorial Director/Executive Editor regarding problems and provide a weekly status report on assigned products
- Prepares art specs with the Editorial Team and attend concept meetings with Art, Design, and Production
- Edits and prepares manuscript for production and sees it through to final pages, attaining necessary sign-off, etc. along the way
- Requests department books, materials, etc. as needed
- Authorizes editorial bills that are generated on the projects responsible for.
- Attends meetings, conferences, focus groups, and exhibits as necessary to glean market information, to update product/content knowledge, and to promote Sadlier products

Education, Experience, Skills Required:

- BA College degree in English/content specialty
- At least two years' experience in publishing house or equivalent.
- Ability to work in InCopy
- Preference to be conversant with the K4 content management system as well as tagging/schema writing/monitoring