



WILLIAM H. SADLIER, INC

JOB DESCRIPTION

Position: Senior Editor

Department: Publishing

Reports To: Editorial Director

Core Responsibilities:

- Manages project schedules to ensure timely delivery of editorial deliverables of the print/digital project(s) assigned., communicates with production regarding agreed upon dates; executes content based on approved prototype and specifications
- Works with Executive Editor to implement assigned product plans and monitor budgets
- Attends interdepartmental and departmental status meetings to report on assigned projects
- Monitors the quality of all content going through the implementation stages (print and digital); consults with the Editorial Director regarding problems and provide a weekly status report to the Editorial Director
- Reviews published print and digital content, and other web sites, digital products for corrections, reprints, if directed by the Editorial Director
- Suggests staff implementation plans for all assigned digital and print projects and, after consultation with the Editorial Director, assigns staff tasks and hire outside writers, editors, etc. as necessary and budgeted for
- Manage the content preparation/implementation of assigned digital and print products a program (multiple pieces) from onset to bound book and/or Go Live, writing/editing manuscript for content, accuracy, reading level, grammar, style, and length
- Prepare art/photo specs with the Content Team and attends concept meetings with Art, Design, and Production (print and digital)
- Oversees preparation of manuscript for reviewers and Ad Hoc Committee and for Censor review (if applicable)
- Requests department books, materials, etc. as needed

Education, Experience, Skills Required:

- BA in English and/or content specialty
- Minimum of three years of editorial experience
- Proficiency in InCopy; digital tagging/schema writing
- Preferred experience working in K4 or similar

Company is an Equal Opportunity/Affirmative Action Employer.