



WILLIAM H. SADLIER, INC JOB DESCRIPTION

Position: Executive Editor

Department:

Reports To: Editorial Director

Summary: Works with the Editorial Director and/or Senior Editor to plan the editorial development of specific digital/print projects, including writers' guidelines and documentation, etc. and commit to appropriate schedules, benchmarks, budgets, vendors, etc. taking full responsibility for the successful completion of all assigned projects

Core Responsibilities:

- Manages a team (vendors and/or editorial staff) assigned to projects (print or digital) designated by Senior Editor or Editorial Director; writes initial draft of service agreements if directed by Editorial Director and in consultation with Business Manager
- 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 Senior Editor/Editor(s) to implement assigned product plans and monitor budgets
- Attend 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
- Identifies problems in content or planning and recommend solutions so that all products can meet schedules bound book dates
- Maintains and meets production schedules and inform managers if circumstances prevent meeting these deadlines; prepares manuscript for circulation to the in and out of house review team

Company is an Equal Opportunity/Affirmative Action Employer.



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JOB DESCRIPTION

- 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)
- Evaluates staff members who are direct reports; suggest assignments and further training plans for editorial staff members
- Requests department books, materials, etc. as needed
- Reviews content editorial invoices to present to Editorial Director
- Exhibits a professional demeanor in all departmental and company situations

Education, Experience, Skills Required:

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