



WILLIAM H. SADLIER, INC JOB DESCRIPTION

Position: Editor, TOP, Religion

Department: Religion Content Creation

Reports To: Religion Editorial Director

Summary: Manages the content preparation/implementation of assigned digital and print products (multiple pieces) for RLS from onset to bound book and/or Go Live, working with vendor(s) to insure content accuracy, reading level, grammar, style, and page length for grade levels assigned

Core Responsibilities:

Manages project schedules to ensure timely delivery of editorial deliverables of the print/digital project(s) assigned, communicating with Production regarding agreed upon dates, and executing content based on approved prototype and specifications

Works with Editorial Director to implement assigned product plans and monitor budgets

Attend interdepartmental and departmental status meetings to report on assigned projects

Monitors the quality of all assigned grade level 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 art/photo specs with the vendor(s) and attends concept meetings with Art, Design, and Production (print and digital) and vendor(s) for assigned grades

Education, Experience, Skills Required:

BA in English and/or experience in Catholic Religious Education, Catechesis or related field.

Minimum of 3-5 years of editorial experience with proficiency in InCopy; digital tagging and schema writing a plus

Experience in working in K4 or similar

Company is an Equal Opportunity/Affirmative Action Employer.