

JOB DESCRIPTION

Position: Production Editor
Reports to: Production Manager

Job Purpose:

To ensure that journal issues are published according to the set schedule, budget, and to an appropriate quality standard. To liaise with freelance and other vendors, publishers, external editors and authors and, where relevant, societies to ensure that the publication schedule is met. To work as part of a team, supporting the team objectives.

Responsibilities:

Primary:

1. Responsible for meeting the schedule (for print and electronic versions) according to the set publication dates: cutting down checks in order to ensure timely publication (within boundaries set for production team and individual title). Drawing up detailed issue-by-issue schedules. Provision of electronic files in agreed format for internal and external resources.
2. Day-to-day contact with designated vendors, issuing clear instructions including briefing according to company procedures, ensuring that vendors meet deadlines and standards, providing constructive feedback to freelancers, prepress and print vendors and related problem solving. Alerting Production Manager when solutions to problems are not forthcoming. Processing of all freelance and vendor invoices.
3. Moving the articles through various phases, checking manuscript to raise/resolve author queries, checking the completeness of the manuscript before production begins.
4. Ensuring that pages/TOC are forthcoming when required; service to editors and authors to levels expected by journal community, including turnaround, quality, content including covers, preliminaries, author guidelines and text. Constructive liaison with publishers / journal editors on content.
5. Maintenance of complete and accurate work-in-progress information for own work-planning and for in-house colleagues, management, vendors, editors and authors, in particular through continuous and timely use and updating of the journal tracking system and all other specified information resources.
6. Co-ordinating with the various departments internally to ensure progress.
7. Keeping editors pro-actively informed in case of any delays, resolving their complaints and queries.

Additional:

1. From time to time working in small project groups on specific projects to review or develop the team's procedures
2. To be responsible solely or jointly with others for specified tasks on behalf of the production department.

Experience:

Essential:

- Proven journal production experience, preferably on STM journals
- Excellent communication skills, both written and verbal
- Computer literate - Microsoft Office - especially Excel, Outlook, Word

Desired:

- Experience in copyediting and proofreading
- A good understanding of typesetting and printing processes

Personal Attributes:

- Ability to work as a member of a team
- Ability to multi-task - to work on several ongoing projects at the same time
- Able to problem solve and to judge when to call on the help of others
- Able to work and perform to demanding schedules and deadlines
- Excellent organizational skills

Required Education Level:

- Post-Graduation/Graduation