

JOB DESCRIPTION

Title: Editorial Manager (Maternity Cover)
Reporting to: Publishing Manager

Overall job purpose

To ensure that all written material (including books, publicity, promotion and website text) originating at Walker Books (with the exception of novels) is copyedited and proofread accurately and conforms to house style.

To monitor the Out to Repro schedules for insides and covers of four-colour illustrated titles from specific areas of the business and to progress chase when necessary.

Job context

You will work as a key team member of the Publishing Services Department to ensure that books go Out to Repro on time, and are accurate at this first stage, as well as providing information for the department about schedule dates.

Specific Editorial Responsibilities

A final copyediting check of all books, jackets and covers at the Out to Repro stage for all imprints of Walker Books except Novels.

Entering all titles checked on to the IT pre-press database.

Checking and/or copyediting books occasionally at earlier stages at the request of the editors.

Advance Information sheets: these require information to be entered and checked on Biblio, and progress chased

Providing general copyediting support across the editorial and design teams, where required.

Copy-checking all sales, publicity and promotional material such as catalogues, brochures, Seasonal catalogues, order forms, publicity sheets, author biographies, teachers' notes, press releases, bookshop mailings, etc. when required by the Sales and Marketing Departments.

Candlewick and Walker Books Australia paperback editions – specific responsibility for this small list of paperback titles

Specific Schedule Monitoring Responsibilities

Attend regular scheduling meetings from Picture books, Novelty, Non-Fiction & “Specials”, Special Sales & New Media; Fiction (novels) and Character.

Monitor Out to Repro schedules and provide each editor with information about the dates for individual titles, with specific responsibility for the Advance Information sheets.

Priorities

Proofreading/copyediting
Advance Information Sheets
Schedule monitoring

Key Performance Indicators

Awareness of schedules and time scales of individual titles in order to provide the most appropriate and efficient service for each title at the relevant stage.

The accuracy of finished books and other material that is checked at proof and finished copy stage by the Publishing Manager.

Adherence to schedules.

Skills Required

Copyediting and Proofreading skills:

- Superlative spelling and grammatical knowledge
- Meticulous attention to detail
- In-depth knowledge of proofreading marks
- A sensitive editorial approach

Computer skills:

- Good working knowledge of Microsoft Office: Word, Excel and Outlook
- Knowledge of Biblio would be advantageous
- The ability to understand and interact with new programs, particularly databases

Personal skills:

- Be passionate about children's books
- Ability to prioritize under pressure
- Well-organized, with good time management skills
- Self-motivated and able to work with minimum supervision
- Good communication and interpersonal skills – both written and oral
- Problem-solving skills and a willingness to think “out of the box”