

JOB DESCRIPTION

Title: Junior Desk Editor – Maternity Cover – 6 -12 month initial contract
Reporting to: Publishing Manager

Overall Job Purpose

You will work as a key team member of the Publishing Services Department to ensure that the high Walker editorial standards are met.

To ensure that written printed and digital material – primarily new illustrated books, reprints, sales (Advance Information sheets), publicity, promotion and website text originating at Walker Books is copyedited and proofread accurately and conforms to House Style. Specific responsibility for junior fiction ebooks.

Key Responsibilities

Copyediting and Proofreading

A final copyediting check of all book interiors, jackets and covers at the Out to Repro or Files to Printer stage for all imprints of Walker Books except novels.

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

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.

Reprints

Retrieve file copies for allocated reprints, organize corrections and updates
Update the Reprint corrections field in Biblio; check increased retail prices
Maintain the Reprint spreadsheet and File Copy Room
General administration relating to reprints.

eBooks – metadata

Set up each ePub and PDF in Biblio
Confirm each ePub and PDF
Fill in metadata for each ePub and PDF (detailed below) and let Gudrun, Hannah and Helen know when ready for upload

BISAC codes
BIC codes
Extent
Cover image
Title information sheet

Age range
Series (if applicable)
Linked edition (if applicable)
Price
Sales territory
eBook parent ISBN (in the ‘Other Identifiers’ field and the ‘Related products’ field)
Onix description and author bio
Go to web

eBooks – files

Liaise with Production re: which titles have been sent to print and ready to be converted
Ask IT for final ePDFs and check through, primarily Table of Contents, bookmarked chapters and copyright page details
When ePubs come back from conversion house, read each title and check for formatting/text errors as well as any other mistakes
Send corrections to Production and check the file at next stage and any other subsequent stages if necessary – confirm to Production when files ready for upload

General Administration

General bibliographic data updating, and some new title inputting; and “confirmation of editions”.

Key Performance Indicators

The accuracy of finished books and other material.
Meeting deadlines
Good communication including providing timely and accurate information
Awareness of Walker editorial standards

Skills, Knowledge and Experience

Editorial skills:

- Excellent written language skills
- Superlative spelling and grammatical knowledge
- Meticulous attention to detail
- In-depth knowledge of proofreading marks
- A sensitive editorial approach
- Working knowledge of ebook creation

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

Dimensions

Graduate with at least one year, preferably more years’ experience of copyediting/proofreading in their current role.