

JOB DESCRIPTION

POSITION:	Publications Editor
GROUP:	Publications
SUPERVISOR:	Editorial Director of Publications
JOB STATUS:	Exempt (Professional), Salaried; Full Benefits
HOURS/FTE:	Full-time; 100% FTE

SUMMARY DESCRIPTION:

Under the general supervision of the Editorial Director, the Publications editor is responsible for preparing, rewriting, editing, and proofreading copy for all print and digital/online materials, including books, magazines, proposals, research reports, training materials, and marketing and development content. The Publications Editor is also responsible for following projects/products through the design, production, and publication process

ESSENTIAL JOB RESPONSIBILITIES/DUTIES:

1. Prepare products for publication by writing, rewriting, copy-editing, and proofreading copy to ensure that all materials conform to HighScope standards in terms of content accuracy and quality, spelling, punctuation, grammar, and syntax.
2. Assist authors in the development, organization, formatting, and writing of manuscripts and other materials.
3. Assure the timely completion of copy to meet deadlines.
4. Work with designers and printers throughout the publication process.
5. Perform writing tasks as assigned, including promotional copy and product descriptions for the online store.
6. Assist other editors with proofreading and other editorial and production tasks.
7. Assist in maintaining, updating, and revising/reviewing the HighScope website as needed.
8. Provide editorial support to Marketing department by editing/proofreading brochures, email blasts, ads, product promotions, and other materials.
9. Assist other departments with writing, editing, and proofreading.

NON-ESSENTIAL JOB RESPONSIBILITIES/DUTIES

10. Attend annual HighScope International Conference.
11. Attend various training seminars as needed
12. Perform other duties as assigned.

PREFERRED JOB QUALIFICATIONS:

Education/ Experience:

- Minimum of bachelor’s degree or equivalent in journalism, English, publishing and/or related field
- Minimum 2 years of experience in book (preferred), magazine, or newspaper publishing.
- Some education background/experience and knowledge of Spanish preferred

Knowledge, Skills, Abilities:

- Familiar with publishing procedures for books and other media
- Interpersonal (social) skills: ability to work independently; take initiative; work collaboratively; get along well with others
- General knowledge of early childhood education; knowledge and understanding of HighScope philosophy, curriculum, and educational approach
- Communication; extensive copyediting and substantive editing skills, writing ability demonstrated by published works
- Effective work habits: self-motivated with ability to prioritize work, meet deadlines, handle multiple projects, work under pressure and complete tasks
- Organization: project and time management skills; attention to detail
- Computer skills: internet and email (Outlook), Microsoft Office (Word), knowledge of office technologies, familiarity with desktop publishing and graphic arts programs.
- Ability to use discretion and independent judgment

Other Qualifications/Requirements (i.e. Licenses/Certifications, Travel, Lifting, etc.):

- Physical actions performed frequently: typing, sitting, reading. Some standing, walking, conversing, using the phone, hearing, stairs
- May be required to attend HighScope teacher training and international conference sessions and events.
- Normal office environment

DISCLAIMER - The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Management reserves the right to revise the job description at any time.

Approved/Reviewed by:

Director/Supervisor _____

Date: _____

Human Resources _____

Date: _____

Employee _____

Date: _____