



## **Project Editor**

The Project Editor manages three to five book projects a year across multiple seasons tracking incremental progress for each from manuscript submission to printer-ready and digital ebook files. This is a flexible part-time freelance position with the opportunity to grow with the position and organization.

### **Responsibilities**

- Performs all project management functions for assigned book projects in coordination with Publisher and Managing Director, including schedule development and oversight
- Liaisons with authors regarding content deliveries, process updates, and deadlines
- Oversees freelance editors, designers, and production resources including the communication of project guidelines and deadlines and the on-time delivery of the contracted work
- Performs quality control for all contract and in-house work to assure that the work meets all standards and guidelines
- Assures adherence to in-house budgets across the span of each project and coordinates billing and payment for contract labor
- Editorial and production file management across database ecosystem
- Liaisons with Sales and Marketing Manager to track publishing process to meet marketing and distribution deadlines
- Performs occasional in-house editorial and design tasks as needed

### **Qualifications**

- Proven ability to meet deadlines and multi-task across multiple seasonal deadlines
- Editorial and book production experience strongly preferred
- Excellent project management skills with PM experience preferred
- Outstanding verbal and written communications skills
- Affinity for and experience with publishing subject areas strongly preferred
- In-Design experience strongly preferred
- Familiarity with accounting program appreciated
- Local to the Santa Fe/Albuquerque, NM area required

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