

The Colorado Mountain Club

Job Posting: Director of Publishing



Closing date: Open until filled. Preference will be given to applications received before May 10, 2019

To Apply: Send cover letter, resume, and salary requirements to Chun Chiang, chunchiang@cmc.org

Purpose: The Director of Publishing leads the acquisition, editorial, production and design, and inventory management of Colorado Mountain Club Press books and oversees publication of *Trail & Timberline* magazine, published twice a year.

Responsibilities: **VISION AND BUSINESS LEADERSHIP**

- Lead the CMC Press as a profitable department within the CMC, while publishing outstanding publications related to the CMC mission of mountain education, conservation, and recreation
- Develop and monitor CMC Press business plan and acquisitions plan
- **Produce at least six titles a year**
- Develop and manage annual CMC Press budget
- Lead the CMC Press Advisory Board; recruit new members to assist with new title acquisitions
- Analyze inventory, financials, and prepare reports for Advisory Board, ED, and board of directors

EDITORIAL

- Propose titles to Advisory Board (also serves as an editorial board)
- Manage editorial process from start to finish
- Negotiate author contracts and author timelines. Maintain an editorial schedule and manage author deadlines, coach authors on best practices and respond to author queries
- Review incoming manuscripts, photos, and maps; ensure proper permissions are secured
- Assign freelance copyeditors and oversee copy editing process and schedule; work with authors to integrate manuscript corrections

DESIGN, PRODUCTION, AND MANUFACTURING

- Hire and assign book designers; transmit edited manuscript, photos, and maps to production; review/approve design concepts; design cover, spine and back cover consistent with CMC Press Brand
- Draft RFQs to national and international book manufacturers; select printers and manage production processes
- Oversee revision and correction process, reviewing proofs and resolving queries
- Assign indexers and review work, as needed
- Review prepress proofs from printer and approve book for printing; call print runs
- Revise backlist titles as issues become known, and prepare and manage books through reprint cycles
- Create electronic archives of native and print files for all Press books
- Oversee conversion of new titles to ebook

MARKETING AND SALES

- Supervise CMC Press sales: Set goals and work to achieve or exceed goals or adjust expenses to ensure an annual surplus, oversee local sales rep
- Create advertising and other marketing collateral for CMC Press. Write, edit catalog copy, and prepare images for CMC Press book catalog, distributor catalogs, CMC website, etc.
- Manage relationship with distributor's sales director and publicist
- Plan author events and coordinate Colorado book signings as needed

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Qualifications:

- 5+ years proven track record in publishing (books, magazines, e-books) preferably with an outdoor recreation or travel focus with multiple products published yearly
- Demonstrated ability to create and manage publications budgets, as well as manage multiple projects simultaneously, set priorities, identify and address problems, meet deadlines, and stay within budget
- Passion for CMC's nonprofit mission of mountain education, conservation, and recreation
- Experience negotiating with and coordinating work of freelance writers, copy editors, indexers, and designers
- Experience working with a volunteer advisory board, preferred
- Skill with text, photo, and illustration research and permissions
- Understanding of page layout applications such as QuarkXPress or InDesign, preferable.
- Proficiency with word processing, spreadsheet, and electronic editing programs
- Strong interpersonal skills; a team player and self-motivated worker
- Master's Degree preferred, preferably in English/journalism or related field
- Physical abilities: Work is performed in a standard office setting. Ability to operate desktop computers, phones, and other office equipment. Ability to lift and carry up to 40 pounds

Position status & benefits:

- Full-time exempt employee
- Competitive salary
- Health, life, and disability insurance, paid vacation, sick leave, etc.
- Flex schedule

Reporting Relationships:

Reports to the Finance Director

Location:

Colorado Mountain Club, Suite 200, 710 10th Street, Golden, CO 80401

CMC provides equal employment opportunities to all people regardless of race, age, sex, disability, marital status, sexual orientation, ethnicity, religion or any other basis protected by law.

Established in 1912 The CMC is a non-profit educational organization. www.cmc.org

The Colorado Mountain Club is organized to:

- Unite the energy, interest and knowledge of the students, explorers and lovers of the mountains of Colorado;
- Collect and disseminate information regarding the Rocky Mountains in behalf of science, literature, art and recreation;
- Stimulate public interest in our mountain area;
- Encourage the preservation of forests, flowers, fauna, and natural scenery
- Render readily accessible the alpine attractions of this region.