



WILLIAM H. SADLIER, INC JOB DESCRIPTION

Position: Associate Editor

Department: Publications

Reports To: Editorial Director, Executive Editor

Summary: Assists the Editorial Team in the timely development of a project from onset to bound book/go live date

Core Responsibilities:

- Provides editorial support for assigned projects
- Prepares art specs with the Editorial Team and attends concept meetings with Art, Design, and Production
- Creates and maintains project bookmaps using Company software
- Create and maintains compliance information on projects
- Assists in preparation of manuscript for production and sees it through to final pages, attaining necessary sign-off, etc. along the way
- Requests files for reprints (print and digital)
- Assists in preparing corrections files/tickets for reprint (print and digital)
- Assists in the review and markup of page proofs
- Assists in onscreen review of content and the creation of digital tickets for corrections
- Maintains and meets production schedules and informs managers if circumstances prevent meeting these deadlines
- Attends departmental status meetings and reports on assigned projects
- Attends meetings, conferences, webinars, focus groups, and exhibits as necessary to glean market information, to update product/content knowledge, and to promote Sadlier products

Education, Experience, Skills Required:

- BA College degree in English/content specialty



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- Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)