



## **WILLIAM H. SADLIER, INC**

### **JOB DESCRIPTION**

**Position:** Editor (Mathematics)

**Department:** Publications

**Reports To:** Senior Editorial Director

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

**Salary:** \$70-85k

**Core Responsibilities:**

- Identifies problems in content or planning and recommend solutions
- Evaluates, edits, and prepares content throughout all phases of the print/digital production process
- Prepares art specs for assigned content and attends concept meetings with cross-functional teams
- Creates and maintains project documentation
- Reviews published content for reprints and revisions
- Attends the daily/weekly departmental status meeting and report on assigned projects
- Commits to assigned schedules, benchmarks, and budgets for all assigned product
- Consults with the Editorial Director on projects and assignments
- Requests department books, materials, etc. as needed
- Attends meetings, conferences, 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 Mathematics or Education
- Teaching experience in Pre-Kindergarten and Kindergarten and/or writing and editing Pre-K/K programs or assessments
- Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
- Working knowledge of Adobe Acrobat Pro (PDF markup, commenting)