Senior Production Editor (Trade)
Editing, Design, and Production Department

Full-time, permanent position, with benefits

Under the general direction of the Managing Editor, the Senior Production Editor (Trade) is responsible for the production of approximately 30 books a year, with a particular emphasis on trade titles. Projects range in complexity from standard academic monographs (with fewer than 15 figures, tables, and photos) to complex manuscripts over 1,000 pages in length and with more than 200 pieces of accompanying art, sometimes in color. Trade titles may require additional development, close editing, author liaison, and design attention, as well as occasional accelerated production schedules. The editor is responsible for overseeing editing budgets and production schedules for assigned projects and for guiding authors throughout the prepress production process. Work includes preliminary assessment of projects; preparing a copyediting and composition budget; preparing files for copyediting and typesetting using the press's Word-based editing software; hiring, instructing, and checking the work of freelance copy editors, proofreaders, and indexers; coordinating art production with design and production staff and freelance graphic artists; liaising with outside typesetters, prepress vendors, and printers; checking corrections through all proof cycles; and inspecting printers' proofs and final books (including ebooks).

Requirements include Bachelor's degree in related area and 3-5 years of professional editorial experience working in books production or an equivalent combination of education and experience.

Applicants may be asked to take a copyediting assessment.

Please apply online:

1. Select the link to access our careers site.
2. Sign in to access your account or select the New User link to create one.
3. Review the job description and select the Apply button to begin your application.

https://careerspub.universityofcalifornia.edu/psp/ucop/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=19&JobOpeningId=8849&PostingSeq=1

If you are a current employee of our organization please use the following link instead: