EDITORIAL MANAGER

REPORTS TO: Director for Franciscan Institute Publications

BASIC FUNCTION: This position is responsible for overseeing copyediting, proofreading, indexing, design, composition, and manufacturing for all books and journals produced by the press.

QUALIFICATIONS: Bachelor Degree with at least three years professional experience in roles requiring publication writing and graphic design. Excellent writing skills and demonstrated prowess with the Microsoft Office Suite and Adobe Creative Suites 5, web content management systems, and vendor contract development and negotiations required.

GENERAL RESPONSIBILITIES:
Collaborates with authors, contributors, illustrators, and artists/photographers in an editorial capacity, managing titles through all stages of the editorial and design/development process. Schedules, organizes and leads regular publications department and editorial meetings as needed. Manages the publishing plan and individual book schedules delivering books on-time and within plan. Establish and maintains author and contributor contacts to include contract and permission management.

Oversees the reprinting and restocking of backlist titles in conventional, digital, and print-on-demand formats, as well as the delivery of printer-ready files to file conversion providers and e-book vendors. Successfully negotiate contracts and copyright permissions in accordance with University policy.

Achieves financial objectives of the business by preparing the editorial department’s annual budget, scheduling expenditures, analyzing variances and initiating corrective actions.

Supervises student workers, develops, establishes and manages internship programs and manages pool of freelance copyeditors, proofreaders, and indexers.

EXPECTATIONS: The incumbent is expected to have or possess:
- Knowledge of equipment and materials utilized in graphic design. Skilled in website development, enhancement, and innovations.
- Has advanced knowledge of Microsoft Office (Specifically, Word, Excel and Outlook) and Adobe Creative Suites 5 (Illustrator, Dreamweaver, Acrobat, InDesign, Adobe Photoshop). Self-motivated to stay current with emerging office technologies and recommend and implement improvements.
- Manage internal staff (interns, student workers) and external freelance/third-party contacts to include job postings, development of job descriptions, recruiting and hiring, managing work output, and providing feedback on performance.

Interested candidates should submit a cover letter, resume and the contact listing of three references to jzimmer@sbu.edu

St. Bonaventure University is an Equal Opportunity Employer, committed to fostering diversity in its faculty, staff and student body, and strongly encourages applications from the entire spectrum of a diverse community.