



Position: Production Editor

Job Code : 051417

Candidates interested can apply for Full Time (30-40hours)/ Part Time(8-29hours)

This role will work with one client and is expected to oversee production of several journals (approximately 7-10; at approximately 10,000+ pages per year). The Production Editor "owns" the production process for the journal and works closely with the typesetting team, editorial office, and client production managers to achieve timely publication while maintaining high quality. Primary responsibilities of the Production Editor are managing the relationship with the client and the editorial office, ensuring journal compliance with client policy and new initiatives, and working directly with typesetters/copyeditors to manage quality and timeliness. Some of the major responsibilities as a Production Editor are as follows:

- Liaison between the Production Manager/Journal Editor/Author/Freelancer/Printer and the Vendor Production Team
- Managing author services
- Tracking copyrights and color work agreements
- Managing publishers' proprietary content management systems
- Maintaining the job schedule and page budget
- Checking material for completeness and correctness at all production stages
- Ensuring conformance to the house style for all content
- Managing upload of final files to designated recipients (printer, hosting platforms, etc.)
- Generating and circulating reports to all stakeholders
- Quality assurance by providing regular feedback to vendors/freelancers