



## Project Editor

The Project Editor will oversee aspects of the production and editorial duties relating to several titles per year, this includes direct contact with editors, departments, and authors. Working closely with the Managing Editor, the Project Editor will manage the production editorial workflow from initial transmittal of manuscripts to the final print releases (hardcover, paperback, and ebook). This position will begin as a part-time freelance role (15-20 hours per week) with potential to transition into a full-time employee by 2022 for the ideal candidate.

### The Role:

- Works closely with the Managing Editor in preparing new titles for production and supports the Managing Editor in maintaining and communicating publishing schedules and deadlines
- Will be initially responsible for managing the production of 2-4 titles—this will increase as time commitment increases (e.g., full-time employees will manage 6-12 titles per year)
- Liaisons with authors regarding content deliveries, process updates, and deadlines
- Performs quality control of in-house and freelance editors to assure all work meets standards and guidelines for excellence. This work may include additional copyediting, fact-checking, and following up with queries to the editor and author
- Handling print and ebook corrections and conversions with CoreSource Conversion Services
- Performs various miscellaneous admin duties, including submitting invoices to and approving costs with the Managing Editor for projects; and other essential tasks related to project management and editorial in accordance with publishing and departmental needs
- Attend weekly Editorial & Production meetings in addition to providing regular status reports on projects
- Regularly reviews low stock reports to identify, manage, and execute book reprints for Synergetic Press and co-published titles from our partners, Transform Press and MAPS

### The Essentials:

- Strong ability to multitask, with proven record of managing multiple projects under tight deadlines
- Editorial, project management, and book production experience required
- Expert proofreading and editorial skills; familiarity with *The Chicago Manual of Style* preferred
- Excellent creative problem-solving skills and ability to organize and prioritize workload
- Affinity for and experience with publishing subject areas strongly preferred
- Highly detail-oriented, with an emphasis on quality of content and quality of final product
- Strong communication skills, both verbal and written
- Proficient computer literacy and technological skills required
- Proficient in Adobe Acrobat Pro DC and MS Word; must be able to work and review work electronically using the track changes function in MS Word and mark-up tools in Adobe Acrobat Pro DC
- InDesign and other Creative Cloud applications proficiencies strongly preferred
- Local to the Greater Los Angeles Area, Bay Area (CA) preferred

To apply, please send resume and cover letter to [jobs@synergeticpress.com](mailto:jobs@synergeticpress.com)

Synergetic Press is an independent publisher offering paradigm-shifting books for over thirty years. Distributed worldwide by Publisher's Group West, we publish works of significance that inspire personal and social change, present tools and ideas for sustaining ourselves and our world, and deepen our connection to our fellow human beings. To learn more, visit our website at [synergeticpress.com](http://synergeticpress.com)