UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA

JOB DESCRIPTION

ROLE TITLE:	Editor (book publishing)
DEPARTMENT:	Otago University Press (OUP)
SCHOOL / DIVISION:	Research and Development
REPORTS TO:	Publisher, OUP
DIRECT REPORTS (FTE):	None
INDIRECT REPORTS (FTE)	None

1. PRIMARY PURPOSE OF THE ROLE:

Each year OUP publishes about 20 books plus two issues of Landfall, and handles about 200 unsolicited proposals and manuscript submissions. The Editor will work with the Publisher to effect the smooth operation of the editorial side of the publishing operation.

2. ACCOUNTABILITIES:

Editorial Administration:

- Handle OUP and Landfall and Landfall Review Online email, responding to messages and/or forwarding them to appropriate people.
- Sort and distribute incoming mail and courier packs, opening non-confidential items and distributing mail to addressees.
- Act as point of contact for contributors to Landfall and reviewers writing for Landfall Review Online.
- Process Landfall submissions and liaise with Editor of Landfall.
- Prepare reports on unsolicited manuscripts and proposals and draft rejection letters as directed by Publisher.
- Process permissions and maintain up-to-date permissions records.
- Ensure author address file is up-to-date and available to others.
- Responsible for editorial library, ensuring books are available in editorial and production areas.
- Responsible for publishing archive in meeting room and working library in general office area.
- Post-production and working with the Production Manager, maintain a duplicate set of digital archives of books and Landfall in Dunedin office.

Publishing:

- Receive final revised manuscripts from authors when ready for production, checking all materials including illustrations are supplied.
- Copy-edit texts as requested by Publisher, referring queries to author/s and chase up any missing materials before books go into production.
- If not copy-editing a book, liaise with freelance copy-editor, referring queries to author/s.
- Supervise work of freelance copy-editors, indexers, designers, artists and photographers for each project as required.
- Draft New Book Information sheets in consultation with author and compile New Title Summaries for new books, adding information to the OUP website when the Publisher confirms.
- Prepare briefs for Production Manager and supply well-organised materials for typesetting and design.
- Prepare cover briefs for cover design and draft cover copy, in consultation with the Publisher, author and marketing staff.

- Print out and read proofs, dealing with author's queries and corrections at appropriate stages of production.
- Liaise with authors at all points in the production process, ensuring that they know what is happening and that they see proofs.
- Work to the production schedule, keeping books moving and ensuring the Publisher is aware of any timing issues.
- Maintain well-organised and up-to-date physical and digital archives of books in production.
- Work to budgets for books and develop new book budgets in consultation with Publisher and Production Manager.
- Return all materials to authors once books are published.
- Investigate and initiate new projects in consultation with the Publisher.
- Write copy and organise pictures for catalogues of new titles in consultation with the Publisher.
- Run Landfall Review Online website/blog, in consultation with the Publisher and Landfall Review Online Editor.
- Attend meetings and assist at OUP events, as required.

3. KEY RELATIONSHIPS:

Internal:
- Publisher
- Production Manager
- Publicist
- Publicity Assistant
- Shared services administrator

External:
- Authors
- Landfall Editor and Landfall Review Online Editor
- Landfall and Landfall Review Online contributors and reviewers
- Editorial and production freelancers

4. QUALIFICATIONS & EXPERIENCE:

Essential:
- Good degree with a solid record of academic achievement.
- Highly literate and an excellent communicator with strong language skills and a keen knowledge of New Zealand culture and society.
- Responsible, well organised, efficient, enthusiastic, pleasant, with the ability to work successfully with a wide range of personalities and to apply lateral thinking.
- Administrative experience and an ability to manage budgets.

Preferred:
- A relevant degree or post-graduate qualification in publishing.
- Experience in publishing or other print and digital media.

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential:
- Accurate proofreading and copy-editing skills.
- Skilled user of Word, Excel and Adobe Acrobat.
- Excellent inter-personal communication skills.

- Excellent organisational and project management skills.

Preferred:
- Familiarity with Indesign, Photoshop or other publishing programmes.

6. SPECIAL REQUIREMENTS:

N/A

7. DIRECT BUDGET ACCOUNTABILITY:

The Editor will be responsible for production budgets of books, alerting the Publisher to any possible departures in good time.

8. MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

10. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

11. EQUITY AND DIVERSITY:

Act in a manner consistent with the University's commitment to anti-racism and the co-creation of accessible, safe, respectful, and welcoming environments where all students and staff are supported to achieve their full potential.