

OPEN POSITION

**Associate Production Editor
Electronic Prepress Department**

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that promotes interest and research in mathematics through its publications, meetings, programs, services, advocacy, and outreach activities. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

The AMS invites qualified candidates to apply for the position of Associate Production Editor in the Society's Providence, RI headquarters. The Associate Production Editor has primary responsibility for overseeing print and/or electronic publications from receipt of manuscript through post-production. Production Editors handle both book and journal manuscripts and, at times, special publications or other projects as needed.

Come and be part of an extraordinary collection of talent who provide excellence in publishing.

RESPONSIBILITIES:

Editorial:

- Copyedit mathematical papers, following established style guides and requirements set for each project; proofread, and/or check book and journal material

Technical:

- Work in InDesign and LaTeX files or other desktop publishing programs at an advanced level; coding text and mathematical expressions
- Provide basic technical information and support to authors and editors as required by the project
- Prepare digital files for the printer; post materials to the Web as necessary using tools provided
- Evaluate artwork for printability and oversee preparation of art materials
- Work within established directory structures, file formats and databases

Administrative:

- Oversee production of projects as assigned, giving feedback to other staff who complete tasks for the project
- Monitor schedules and budgets for specific projects and notify management as discrepancies occur
- Work with other Production Editors and supervisors to resolve problems as they arise, in a timely and efficient manner
- Maintain accuracy and completeness of the publications database
- Communicate with typesetters, authors, editors, freelancers, and other staff, inside and outside the AMS
- Perform quality control checks throughout the production process
- Write status reports, prepare cost sheets, and complete other administrative duties as required by the publication, and follow up on permissions issues as required
- Obtain, track and check copyright and permission forms
- Work with Marketing staff to provide and proof publication meta-data to be used for promotional purposes

QUALIFICATIONS:

- Excellent command of English language, grammar, and usage. Excellent interpersonal communication skills
- Superior organizational skills and attention to detail
- Working knowledge of Chicago Manual of Style or comparable editorial style manual
- General knowledge of scholarly publishing both in print and on the Web
- Basic PC skills; working knowledge of Microsoft Office and web browsers.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree required or equivalent of related experience
- Working knowledge of Adobe Suite, InDesign, LaTeX and/or EMACS desired
- Familiar with high-level mathematical material for print and online publication desired

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA-CREF, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, free parking, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

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