

OPEN POSITION

Production Editor
Electronic Prepress

The American Mathematical Society is seeking an experienced publishing professional to handle production of books, journals, and special projects. The Production Editor is the bridge between the author, editors, and the final published material. The Production Editor has a critical responsibility for processing and/or managing print and/or electronic publications from receipt of manuscript through post-production. (S) he is responsible and accountable for completing each project within budget and on schedule while maintaining the required level of quality. Production Editors at the AMS are expected to handle both book and journal manuscripts and, at times, special publications or other projects as needed.

RESPONSIBILITIES:

- Oversee print and/or electronic publications from receipt of manuscript through post-production
- Assess, proof, and edit copy
- Insert corrections into LaTeX electronic files
- Maintain quality standards

QUALIFICATIONS:

- Excellent English language and communication skills; working knowledge of one of the main editorial style manuals (e.g., Chicago Manual of Style)
- Organizational skills and attention to detail
- Ability to work with a diverse group of people both inside and outside of the AMS
- Ability to manage multiple projects under deadline pressure in a fast-paced work environment
- General knowledge of scholarly publishing both in print and on the Web
- Working knowledge of Emacs and LaTeX preferred
- Expertise in handling high-level mathematical material for print and on the Web preferred
- E-book publishing experience a plus

EDUCATION and/or EXPERIENCE:

- College degree or equivalent of related experience is required. Experience in a scholarly publishing environment preferred

To apply go to: <https://home.eease.adp.com/recruit/?id=7545411>

For more information reference position code 0102.04