Center for the Collaborative Classroom is a nonprofit, educational organization dedicated to providing continuous professional learning for teachers and curricula that support the academic, ethical, and social development in children.

The Project Editor provides editorial support for Collaborative Classroom educational programs, including teacher materials, ancillaries, licensed trade books, digital products, catalogs, and marketing collateral. The ideal candidate is a team player, a self-starter, and a lifelong learner. He or she will have developmental-level editing skills, excellent command of editorial processes and styles, and be experienced in project managing multiphase projects with multiple components for both the print and digital mediums.

Responsibilities:

- Manage projects, often multiple projects simultaneously, usually for the lifetime of the project. Projects may be multi-year and multi-component, or small in scale (reprints, replacement lessons, marketing collateral). Products will publish in both print and digital formats.
- Manage and perform manuscript editing tasks, from substantive developmental editing of content to copy editing for consistency and style, and ensure that all materials developed adhere to the company's styles.
- Develop schedules and creative briefs; ensure that projects stay on schedule.
- Coordinate design/art development and review processes in consultation with team and Art Director.
- Supervise copy editors, proofreaders, translators, fact checkers, and other freelance/contract staff as needed.
- Coordinate production review processes (all stages of page proof review).
- Assist in refining editorial processes to ensure ongoing quality and to maximize efficiency.

Requirements:

- Bachelor's degree in English, education, or a related field, or commensurate experience.
- 5+ years experience in publishing required, with both editing and project management experience. Experience working in educational publishing and/or with a multi-component series is preferred.
- Strong skills in a range of editing tasks, including substantive editing (developmental and/or content), copyediting, production editing, and proofreading.
- Thorough knowledge of *The Chicago Manual of Style.*
- Experience working with both experienced and beginning writers with a range of writing styles.
- Ability to communicate clearly and effectively both orally and in writing, facilitate decision-making processes, negotiate differences of opinion, and build consensus.
- Ability to coordinate complicated projects and bring them in on schedule.
- Proficiency in using Word templates, Excel spreadsheets, and Adobe Acrobat.
- Solid time management, planning, and organizational skills.
- Ability to juggle multiple projects, tight deadlines, and shifting priorities with a collegial attitude.

COMPENSATION: This is a full-time position with a salary DOE. Benefits package includes a comprehensive medical, dental, and vision plan. This is a term of contract position.

Send resumes with subject line "**Project Editor**" to hr@collaborativeclassroom.org. https://www.collaborativeclassroom.org.