

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 production editor manages all production processes of assigned projects from receipt of manuscripts to final print and/or digital publication, including scheduling, formatting, composition, proofreading, illustration, and photo research. The production editor is the liaison with curriculum developers, internal departments, and outside vendors and maintains management and administrative systems that support these relationships.

Responsibilities:

- Create and maintains production schedules for assigned projects and coordinates the page production, writer review, proofreading, correction passes, and digital content reviews, ensuring adherence to agreed upon schedules and standards.
- Works with the managing editor, project editor, production specialist, and manufacturing manager to resolve schedule challenges.
- Creates and maintains all production-related process documents, including proofreader and production editor go-to guides, style/design guides, and digital content review guides.
- Attends all project meetings and becomes thoroughly familiar with project content and specifications. Participates in project decision-making processes.
- Hires and supervises freelance formatters and proofreaders, transmits materials, and provides guidelines, training, and feedback.
- Works collaboratively with the curriculum developers during the page and art reviewing stages, facilitating resolutions to any conflicts in style, content, and design, and communicates any changes that result to the editorial and production team members.
- Ensures CCC styles and project-specific styles are consistently applied in all project materials.
- Coordinates final stages of art review through completion.
- Reviews final manuscript in Word, including confirming/implementing styles, reviewing formatting, and finalizing all project materials for composition.
- Proofreads/checks all page and digital corrections.
- Reviews printer proofs for all materials

Requirements:

- B.A. in English, education, or a related field preferred
- Minimum five years' professional experience working in publishing required, with experience in production editing and project coordination
- Experience working in educational publishing and/or with multi-component series preferred
- Working knowledge of the *Chicago Manual of Style*
- Able to coordinate complicated and overlapping projects and bring them in on schedule
- Highly detail-oriented and organized
- Able to communicate clearly and effectively, both orally and in writing
- Strong social skills, including tact, diplomacy, assertiveness, flexibility, cooperation, and respect
- Able to work collaboratively and efficiently with fellow production editor(s) on joint projects
- Excellent proofreading skills with a sharp eye for design and layout

- Flexibility to adapt to evolving processes, deadlines, and technology and the motivation to independently seek new solutions
- Advanced working knowledge of MS Word and template use; experience using Acrobat for electronic page review; proficiency in MS Excel, Gmail, and Google Docs
- Familiarity with Adobe Creative Suite and Basecamp a plus

COMPENSATION: This is a full-time salaried position with term of contract through January 2021. Benefits package includes medical, dental, and vision plan. This is a term of contract position.

Send resumes with subject line “**Production Editor**” to hr@collaborativeclassroom.org.
<https://www.collaborativeclassroom.org>.

