**JOB DESCRIPTON**

**NAME:** TBC **TITLE:** Editor, Ultimo Press

**DATE:**October 2021  **REPORTS TO:**Commissioning Editor

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**OBJECTIVE:** To manage projects from manuscripts to books in warehouse, while exercising excellent creative judgement, author care and attention to detail.

The vision is for Ultimo Press to become one of Australia’s most vibrant and exciting publishers, focused on the heart of the market, and home to our most talented and creative storytellers. We expect success to come from our dedication to editorial excellence, arresting design, dynamic marketing and publicity, and our commitment to our authors.

The Editor will assist publishers by serving as the project editor for titles across all genres at Ultimo. They will also contribute to marketing and publicity materials to ensure that quality is maintained across all Ultimo communications. The Editor will also assist with production processes including scheduling, ebook and metadata distribution and liaising with designers to ensure that Ultimo Press is known for the highest quality production and editorial standards.

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**KEY AREAS OF RESPONSIBILITY**

**Author care**

* Work closely with authors to finesse and perfect their text, bearing in mind their strengths and weaknesses, helping the author navigate the editorial, design and scheduling requirements for their book.
* Ensure authors understand the editorial process and feel supported and understood by their editors, and ultimately proud of their finished book.
* Act as liaison between the author and other freelance and inhouse personnel.

**Editorial Management**

* Ensure timely adherence to critical path for assigned editorial projects.
* Manage all editorial processes across structural editing, copy editing, proofreading, legal reads and permissions to create final files for print and digital publishing from developed manuscript to publication for assigned titles.
* Project management, including working with authors and freelance suppliers (editors, proof-readers, designers) to develop content to agreed budgets, schedules and quality
* Contributing to the continuous improvement and implementation of editing and publishing processes and workflows
* Provide proofreading and editorial support to sales, marketing and publicity to ensure quality control.

**Production**

* Manage production and design processes to ensure timely delivery of material as defined by critical path
* Discuss design options with publishers and generate costings
* Maintain and oversee metadata processes and implementation
* Work with our partners to organise the creation and distribution of ebooks and associated metadata
* Prepare final files for printing, including quality checks on covers and text
* Raise purchase orders and liaise with print suppliers
* Monitor production budgets and oversee invoice payment

**Marketing**

* Ensure marketing & PR team have timely access to materials as required to execute their campaigns
* Support marketing & PR team to develop excellent relationships with authors

**Sales**

* Build a trusted two-way working relationship with the HG sales team
* Ensure the sales team are fully equipped to do their best work

**Financial**

* Manage and control editorial budgets for your titles.
* Ensure costs, advances and origination costs are within budget.

**KEY VALUES**

* **Creative judgement:** To use best creative judgements, instincts and sense to address issues and challenges as they arise throughout the production process, in conjunction with the publisher and the author.
* **Caretake and champion:** Establishing and caretaking the vision and creative positioning of our books in collaboration with the publisher, bearing in mind the readership, market and design positioning at all stages of the editorial and project-management process. Championing and promoting our books at every opportunity, whether in-house with colleagues or externally to buyers, booksellers and consumers.
* **Profitability:** To ensure our books are commercially viable, including maintaining costings, margins and ensuring origination spend is sufficient to ensure quality within budget.
* **Idea generation and collaboration:** Editors are encouraged to draw on their knowledge and awareness of specific authors, genres and market niches to participate in discussions on ideas for publication.

SIGNED:………………………………………………………………………… DATE:………………………………………..

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