



MUSEUM PRESS EDITORIAL MANAGER

General Summary

The Museum Press Editorial Manager oversees the editorial program of the Museum of New Mexico Press and is principally responsible for seeking out and developing new book projects aligned with the Press' subject areas and mission and coordinating the editorial process from concept to publication.

Museum Press Editorial Manager

Jobcode: J3053

Pay Band: 70

FLSA Status: Exempt

Distinguishing Characteristics

Develops and strategizes book projects for the Museum New Mexico Press.

Minimum Qualifications

Bachelor's degree and seven (7) years of experience developing and editing books for general (trade) publications.

Essential Duties and Responsibilities*

- Knowledge of Southwest regional subjects and mastery of Chicago Manual of Style.
- Solicits new book projects that meet the mission of the Museum of New Mexico Press and delegates work to a team of editors, proofreaders, indexers and mapmakers.
- Coordinates all editorial work to prepare books for publication including substantive and mechanical editing, proofreading and research and works collaboratively with Art Manager, authors, photographers, curators and others involved in publications.
- Assembles and schedules seasonal list of books in consultation with marketing, design and director staff as well as works in tandem with designers in the presentation of content in book form.
- Advises director on range of publishing decisions from author contracts, co-publishing partnerships, and publishing strategies.

Bargaining Unit: N/A

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Working Conditions: Work is performed in an office setting: late hours, weekends on-call and callback work may be required. Will be exposed to regular periods of video display terminal and keyboard usage and stressful situations. Travel is required. Possible exposure to irate clientele. Incumbent will work under stress and frequent time constraints.

Established: 12/5/2014

Revised: APB assigned 12/5/2014

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*