**Production Editor I Job Description**

**Classification Title:** Production Editor I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 7

**Job Description Summary:**

The Production Editor I, under general supervision, prepares the manuscripts of assigned materials including books, proposals, and reports for publication. Works directly with the assigned production employee at the publisher; and oversees the physical production of materials from the manuscript stage through publication, as scheduled by the Editor and the publisher.

**Essential Duties and Tasks:**

**40% Editing**

* Proofreads and copyedits manuscripts following the citation guidelines of the latest MLA Style Guide.
* Edits manuscripts, proposals, papers, and reports.
* Formats, proofreads, and edits copy for editors.
* Reads and transcribes files into particular formats.
* Prepares texts and tables.

**20% Communication**

* Communicates with contributors and guest editors about their work in the assigned publications.
* Corresponds with other editors, providing editorial assistance in the completion of technical tasks involving books, manuscripts, proposals, and reports before they are sent out to the public.

**20% Project Coordination**

* Tracks the progress of each publication.
* Maintains correspondence with the editor regarding various projects.
* Uploads all final documents for the publisher, verifying format and sequence of all materials and editing as necessary.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* One year of related experience in editing.

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Excellent verbal and written communication skills.
* Knowledge of word processing, spreadsheet, and database applications.
* Ability to multitask and work cooperatively with others.

**Additional Information**

**Machines and Equipment:**

* Computer
* Printer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[x]  **Yes**

[ ]  **No**