

Desk Editor

We are pleased to be recruiting for a full-time Desk Editor in our busy Oxford office. We are seeking an enthusiastic, well-organised and detail-oriented candidate to support our editorial and production teams.

The ideal candidate will be a native English speaker and have experience with editorial book production and knowledge of academic copy-editing. Fluency in another language (French, German, Spanish, Portuguese and/or Italian) would be advantageous. Familiarity with Adobe Creative Suite and Adobe Acrobat Reader is preferred.

Key responsibilities:

- Performing editorial checks on manuscripts and indexes
- Liaising with authors and volume editors on their manuscripts
- Recruiting and managing freelancers as needed
- Supporting the production manager on the print and eBook production process
- Managing workload in an efficient and time-sensitive manner
- Communicating with in-house editors and production manager

The successful candidate will be someone who works well within a team and has excellent communication skills. She or he will need to maintain good relationships with authors and volume editors as well as colleagues in the Oxford office and in the other Peter Lang offices worldwide.

Please apply in the first instance with your covering letter and CV to the Publishing Director, Lucy Melville: oxford@peterlang.com

Company: Peter Lang Ltd

Location: Oxford

Salary description: £23,500 p.a.

Deadline: 15 February 2018