Project Editor
This position is responsible for guiding an assigned number of books through the editorial process from accepted manuscript to production-ready files.

The project editor will

- Review manuscripts for substantive and stylistic problems and advise authors and acquisitions editors regarding required alterations and revisions of manuscripts;
- Prepare manuscripts for copyediting by analyzing manuscripts to ensure conformity to technical requirements, establishing the required level of editing, and instructing freelance copyeditors regarding specific stylistic and substantive issues;
- Serve as liaison with authors during the editorial production process;
- Perform copyediting and proofreading as needed;
- Coordinate schedules for 25 new titles per calendar year in consultation with colleagues, authors, and freelancers;
- Coordinate and oversee the flow of manuscripts from editorial to production;
- Serve as liaison with the Library of Congress to obtain cataloging-in-publication data;
- Review page proof and indices from authors and production;
- Proofread cover/jacket copy, the seasonal catalog, and other materials as needed;
- Participate in monthly production/scheduling meeting to report to colleagues on project status;
- Participate in monthly editorial/scheduling meeting to report to colleagues on project status;
- Actively participate in transmittal meetings;
- Work closely with production department on the areas of responsibility in which their roles overlap.

Education and Experience
A bachelor’s degree is the minimum level of education necessary for this position, and experience in copyediting scholarly and/or trade books, or work in a related area that entails a demand for attention to detail, scholarly aptitude, and the ability to work under tight schedules. This position requires superior skills in oral and written communication, excellent organizational skills, proficiency with PC computers, ability to work with Adobe and pdfs, thorough knowledge of The Chicago Manual of Style and standard scholarly editing processes, a working knowledge of book design and production, and the ability to work well as part of a team.

Founded in 1970, the University Press of Mississippi (UPM) publishes scholarly books of the highest distinction and books that interpret the South and its culture for the nation and the world. Operating under the aegis of Mississippi’s Institutions of Higher Learning (IHL), UPM is the state’s only not-for-profit publisher. The Press acquires, edits, designs, and promotes on average 80 new books every year, and the publishing program is focused on the humanities, with areas of strength in African American studies, film and popular culture, music, history, Mississippi and regional studies, comics studies, literature, and folklore. The Press is located in the IHL complex in Jackson, Mississippi, the land of William Faulkner, Eudora Welty, fine music, mild to non-existent winters, and abundant natural beauty. Memphis, New Orleans, and the Gulf coast are within a three-hour drive. Sustainably supported by the eight public universities of Mississippi, UPM is a financially successful operation with an endowment and enthusiastic state support, as well as a positive, collegial workplace. The Press is an equal opportunity employer, and employees are part of the system of state employees with commensurate benefits. Salary range for this position is $24,000 to $32,000.

To apply, please submit a cover letter, resume, and the names and contact information for three professional references by September 18, 2015 to Leila W. Salisbury, Director, University Press of Mississippi, 3825 Ridgewood Road, Jackson, MS 39211; or submit the application by email to lsalisbury@mississippi.edu with “Project Editor” as the subject line.