

Job description for Editorial Assistant (Books)

Position Title:

Editorial Assistant (Books)

Location:

Publishing Services, SAGE Dehradun office

Scope of work

1. Based in the Dehradun office, you will work on production tasks of select books as assigned to you by the respective PE's through the PES.
2. While conforming to SAGE guidelines you will maintain quality, manage excellent relationships with the stakeholders to help deliver on costs and timely publications.
3. Work closely with the PE and staff in SAGE UK and US departments, i.e. production, editorial and art/design to ensure tasks assigned to you are completed as scheduled and that the books go to print on time.
4. Work closely with the external agencies i.e. typesetters, freelance copyeditors, proofreaders, etc.
5. Maintain excellent relationship with SAGE internal and external contacts and respond to them within 24 hours (or less) from the receipt of the email.
6. Updating of own task schedules, as required, in line with the Books schedule.
7. Preparing weekly/monthly reports, as needed, or delegated by the PES-Books.
8. Perform work with moderate supervision from PES-Books in SAGE India.

Editorial Assistant (Books) job functions and responsibility

1. Has responsibility for all tasks assigned by the PES.
2. Arranges schedules for own tasks in line with the schedule of the books prepared by the PE.
3. Informs and involves PE and the PES-Books in decisions, which affect the books, and on their progress.
4. For books in a series, informs PE on uniformity of internal typography and technicalities of style so that the PE can liaise with art/design to ensure that series style is applied to the cover.

Productivity standards

1. Style manuscript for 9 Handbooks or 4500 proofs pages.
2. Prepare manuscript for typesetting for 6 Handbooks or 3000 proof pages.
3. Collate proof corrections for 14 Handbooks (7000 proof pages) and 6 text books (2100 proof pages).
4. Tally Proof Corrections for 15 Handbooks (7500 proof pages) and 6 text books (2100 proof pages).
5. QC final Proofs for 18 Handbooks (9000 proof pages) and 6 text books (2100 proof pages).
6. Press file review for 12 Handbooks (6000 proof pages) and 6 text books (2100 proof pages).
7. File CIP Application for 6 text books.
8. Checking/inserting credit lines from permissions log for 6 text books.
9. Checking/inserting photo credits from permissions log for 6 text books.
10. Reviewing redrawn figures/art passes (comparing with original) for 6 text books.
11. Encyclopedia checks (list of entries, see also terms, etc.) for 6 text books.