TouchPoint
Press

Associate Editor

Job Description:
Provide editorial support for select fiction/nonfiction projects. The Associate Editor will work on upcoming titles with focus on structural and line editing, copy-writing, providing reader reports, and otherwise supporting the fiction/nonfiction program.

Responsibilities:
•Structural and line editing of fiction/nonfiction titles
•Drafting editorial memos, jacket and cover copy, and promotional copy
•Preparing deliverables, including manuscripts, art, audio, and video content for transmittals
•Facilitating information flow between publisher, author, and others as appropriate
•Maintaining editorial milestones using various information systems
•Reading submissions and providing reader reports
•Communicating with authors and agents as necessary
•Further supporting the fiction/nonfiction program (no acquisitions)

Job Requirements:
•A college degree and at least one year of professional copyediting experience
•Excellent background in the English language (grammar, spelling, and usage)
•Excellent proofreading and electronic editing skills
•Good organizational ability, good verbal communication skills, attention to detail, and the capacity to work effectively under pressure.
•Helpful skills are a working knowledge of Microsoft Office, PowerPoint, and Adobe PDF editor.

Will have to pass editor's test.

To apply:
Submit a cover letter and resume to info@touchpointpress.com.

No phone calls please.