

JOB INFORMATION

Position Title:	Executive Editor, University of Massachusetts Press
FLSA:	Exempt
Level	28
Position Number:	00011819
Last Edited:	1/9/2015 3:27:25 PM
Employee Name:	

ORGANIZATION

Organization:	University Press
Reports To:	Director of the University of Massachusetts Press
Union Code:	MTA/NEA Professional Staff

Location

On-Campus/Amherst Area	
------------------------	--

Supervisory Responsibilities

Individual Contributor (does not supervise)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------	--------------------------	--------------------------

JOB SUMMARY

The Executive Editor is responsible for growing and developing the University of Massachusetts Press's current strengths in American Studies, particularly history, and building new strengths in emerging, related, and underserved fields, signing approximately 20 new projects per year, a mix of monographs, general interest titles, texts, and digital projects. The Executive Editor will be an engaged participant in the scholarly community, both at UMass and nationally, and will keep abreast of scholarship by attending conferences, developing relationships with scholars, and reviewing relevant literature. He/she will work with the director and Boston editor to chart the future course of the Press's editorial program and will collaborate with a tight-knit staff in all phases of the publishing process.

Department Specific Position Summary Items

Primary Responsibilities

<ul style="list-style-type: none"> Acquire ±20 titles per year. Solicit high-quality manuscripts and evaluate projects for their scholarly contribution, fit with the Press's mission, and readability. Work with series editors to cultivate and assess projects. Arrange for peer review and present to the University Press Committee. Evaluate unsolicited manuscripts. 	
<ul style="list-style-type: none"> Work collaboratively with all departments throughout publication process. Negotiate contracts, including schedules and subventions, work with authors on their progress toward completing manuscript and meeting contract terms, prepare memo for turnover to copy editing and production, weigh in on design matters, write catalog copy, and present to sales staff. Be available, as needed, to consult with UMass faculty and students on publishing matters. 	
<ul style="list-style-type: none"> Participate in long-range planning. In collaboration with the director, prepare analysis of underserved fields, new areas for publication, disciplinary developments, and scholarly trends as part of strategic planning processes. As needed, assist with preparation of grant proposals and other forward looking initiatives. 	

Other Responsibilities

<ul style="list-style-type: none"> Performs related duties as assigned or required to meet Department, Executive Area/Division, and University goals and objectives. 	
---	--

Position Specific Requirements

<ul style="list-style-type: none"> Required to work some nights 	
<ul style="list-style-type: none"> Required to work some weekends 	

Required for All Jobs

<ul style="list-style-type: none"> Understands responsibilities with respect to conflicts of interest and behaves in ways consistent both with law and with University policy. 	
<ul style="list-style-type: none"> Contributes toward creating a positive and respectful workplace defined by personal and professional competence, integrity, and collaboration. 	
<ul style="list-style-type: none"> Understands and contributes to implementation of departmental and institutional goals for achieving non-discrimination and creating a respectful, inclusive environment that is supportive of diversity. 	
<ul style="list-style-type: none"> Uses access to sensitive and/or not yet public university related information only in the performance of the responsibilities 	

Required for All Jobs

of position and exercises care to prevent unnecessary disclosure to others.

QUALIFICATIONS					
Education/Experience					
Education Level	Major/Area of Study	Yrs of Exp	Details	Req/Preferred	Or
Bachelor's degree	Humanities or Social Sciences	7	In publishing, particularly demonstrated strength in acquisitions	Required	X
Master's degree	Humanities or Social Sciences	5	In publishing, particularly demonstrated strength in acquisitions	Preferred	

Skills and Abilities	
Description	Req/Preferred
Superior writing, editing, interpersonal, and presentation skills	Required
Demonstrated initiative and sound judgment	Required

Licenses and Certifications		
Licenses/Certifications	Time Frame	Req/Preferred

Financial Responsibility		
	Has Financial Responsibilities	
X	Develops and implements short-term and long-term funding options for strategic plans and on-going operations.	\$501K to \$5M

Budget Responsibilities		
		\$\$\$
X	None	

Employee:

PRINT NAME

Signature

Date

Supervisor:

PRINT NAME

Signature

Date

Human Resources:

PRINT NAME

Signature

Date