



Career Opportunity

Job Title: Editorial Project Manager

Job Location: Minneapolis, MN

Summary: Quarto Publishing Group USA is seeking an Editorial Project Manager to serve as the conduit between the author(s) and the Publisher/Acquisition Editor for their Minneapolis office location. This position gathers and organizes author submissions, and manages the day-to-day editorial responsibilities of book projects based on the project's budget and production schedule. Working closely with freelance resources and with in-house designers, this role ensures the book conforms to contracted specifications and meets expectations.

The key responsibilities for this role are:

- Work closely with the Acquiring Editor to ensure project meets contracted expectations
- Build budgets with the Assistant Managing Editor for approval process
- Organize all graphics needed for the project and finalize all licensing if necessary
- Complete necessary paperwork for invoices with authors and any other contributor or vendor
- Provide feedback to Author and Publisher/Acquisition Editor after review of material
- Contract freelance editors as needed to complete project
- Act as primary contact person for author between submission to printer date
- Quality check initial marketing copy
- Work with author and Acquiring Editor to revise submissions to meet guidelines/expectations
- Coordinate changes to project after layout and confirm they are made accurately

The ideal candidate will have the following skills:

- Bachelor's degree, preferably in Journalism, Communications, or English
- 3-4 years' work experience as a project manager
- Working knowledge with the current edition of the Chicago Manual of Style
- Experience with book production
- Understanding of copyright laws
- Preferred publishing experience with cookbooks, recipe editing, and current cooking/foodie trends
- Strong written and verbal communication skills
- Experience with copy-editing, proofreading, and indexing
- Strong computer skills including Microsoft Office suite

For consideration, please submit your resume and cover letter, including salary requirements, by e-mail to careers@quartous.com

QuartoUS is an equal opportunity employer; M/F/D/V are encouraged to apply.