

OPEN POSITION

**Assistant Production Editor
Electronic Prepress Department**

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that promotes interest and research in mathematics through its publications, meetings, programs, services, advocacy, and outreach activities. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

The AMS invites qualified candidates to apply for the position of Assistant Production Editor in the Society's Providence, RI headquarters. The Assistant Production Editor has primary responsibility for overseeing print and/or electronic publications from receipt of manuscript through post-production. Production Editors handle both book and journal manuscripts and, at times, special publications or other projects as needed.

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RESPONSIBILITIES:

Editorial:

- Proofread and/or check material for adherence to quality standards, following the guidelines set for each project

Technical:

- Work with Production databases and with AMS-specific technical systems while handling projects
- Prepare digital files for the printer
- Work within established directory structures, file formats and databases

Administrative:

- Complete assigned tasks on schedule and within budget. Notify staff responsible for project of foreseeable delays and/or budget overruns
- Maintain accuracy and completeness of the publications database
- Communicate with other Production Editors regarding assigned tasks. Work with Production Editors and supervisors to resolve problems as they arise, in a timely and efficient manner
- Perform quality control checks throughout the production process. Communicate this information to the Production Editor of the project
- Contribute information toward status reports, help prepare cost sheets, order CIP data, follow up on permissions issues
- Participate in and complete training programs as directed

QUALIFICATIONS:

- Excellent command of English language, grammar, and usage. Excellent interpersonal communication skills
- Superior organizational skills and attention to detail; ability to handle multiple projects under deadline pressure
- Working knowledge of Chicago Manual of Style or comparable editorial style manual
- General knowledge of scholarly publishing both in print and on the Web
- Basic PC skills; working knowledge of Microsoft Office and web browsers

EDUCATION and/or EXPERIENCE:

- College degree preferred or equivalent of related experience is required
- Experience working in an office environment, preferably in publishing
- Working knowledge of Adobe Suite, LaTeX and/or EMACS desired
- Familiar with high-level mathematical material for print and online publication desired

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA-CREF, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, free parking, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

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