

DESK EDITOR

Job Title: Desk Editor

Department: Production

Reporting to: Production Director

Contract: Full time (35 hours per week) and permanent contract

Salary: Circa £34,000 per annum depending on experience

Job Summary

Yale University Press London is looking for a Desk Editor with editorial and eBook production and project management experience in a book publishing environment to work on our frontlist on our History, Current Affairs, Economics, Philosophy, Religion, Popular Science, Literature and Music titles. In this stimulating and collaborative role, you will steer books from copyedited manuscript to print-ready files. If you are an efficient, and organised editor with an exceptional eye for detail looking for a second or third job in editorial book production we would love to hear from you.

Purpose of job

To oversee editorial production for a number of titles from receipt of copyedited files through to print-ready files and eBooks. Working in a close-knit small team, the Desk Editor will project manage frontlist titles, with tasks worked on either directly in house or outsourced to freelance suppliers. We work alongside authors, commissioning editors, the production team and external vendors to ensure high editorial quality is maintained, processes and workflows are refined, and commercial needs are met, ensuring that a wonderful range of books are brought to life. For this to succeed a degree of outward facing is required to identify what our peers and competitors are producing.

About Us

Originally founded in New Haven Connecticut in 1908, Yale University Press has a unique position as the only American university press with a full-scale publishing operation in Europe. The press is renowned for publishing the highest quality serious scholarship for a broader audience, for the vision and care that goes into every book editorially and aesthetically, and for championing Arts and Humanities. As a contemporary global publisher, Yale University Press London is committed to being representative and inclusive, and to publishing books which have a lasting impact.

Equal Opportunities

Yale University Press London is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. We value, promote and seek diversity.

Key responsibilities

- Organises, briefs and oversees freelance typesetters, cartographers, illustrators, repro houses, proofreaders and indexers, quality checking their work and adhering to schedule and budget.

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- Manages the creation of image sections; copyedits, manages freelance typesetters; ensures images are optimized for print production, proofreads.
- Collates editors' and authors' corrections.
- Liaises with authors and colleagues on progress of books.
- Copyedits and proofreads material not worked on by freelance copyeditors and proofreaders, including but not limited to picture captions, indexes, new material for revised editions (such as a foreword or epilogue).
- Ensures frontlist manufacturing schedules are adhered to, with responsibility for sign-off and delivery of final print-ready files to deadline.
- Checks printer proofs, working closely with production colleagues.

Additional Duties undertaken

- Updates book metadata on company database in an accurate and timely manner
- Ensures that internal process documentation is up to date and relevant, amending workflows where needed in the interests of quality control, time and cost efficiency
- Point of contact for external and internal editorial production; also point of contact with US office, requesting or supplying files
- Processes invoices for payment and resolves cost discrepancies
- Assists with print production tasks and general administrative tasks to assist with the smooth running of the department

Person Specification – Key knowledge & skills

- Previous experience in editorial book production, with a firm understanding of the production process and experience in copyediting and proofreading
- External vendor management and experience in working with a range of freelancers
- Understanding of image editing and what is necessary to ensure optimal print reproduction (both mono and colour)
- Meticulous eye for detail, an excellent understanding of English language and grammar and a high degree of accuracy in the preparation of editorial material
- Proven organisational ability and an ability to multi-task, juggle competing priorities and keep to tight deadlines
- Proven ability to work within a budget
- Problem solver and initiative-taker; flexible and collaborative worker
- Excellent written and verbal communication
- Proficiency in Acrobat and experience in digital mark up
- Proficiency in Word
- Literacy in Excel and other general computing applications

What we can offer

Yale University Press London offers a generous package of benefits which includes:

- Generous salary sacrifice pension scheme
- Hybrid working model
- 25 days holiday plus bank holidays (pro rata for part time roles)
- Life assurance and income protection
- Private healthcare cover
- Employee Assistance Programme (24-hour helpline)
- Regular Yale social events
- Annual Book Allowance
- Season ticket loans and Cycle to work scheme
- Accommodation deposit loan

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- Workplace mortgage advice
- Virtual GP
- Access to Thrive and My Healthy Advantage mobile apps.

The Location

Yale University Press London are based in Bloomsbury WC1, with convenient access to the Northern, Elizabeth and Central lines as well as many bus routes.

Please send your CV and supporting covering letter (including availability, notice period details and current salary) to: vacancy28@yaleup.co.uk ensuring you include "Desk Editor" in the email subject line.

Closing date Sunday, 29th June 2025

Processing and safeguarding your data - Please see our candidate privacy notice <https://www.yalebooks.co.uk/page/privacy/>