Poets&Writers

PRODUCTION EDITOR, *Poets & Writers Magazine*

Poets & Writers Magazine is an award-winning bimonthly magazine for the creative writing community. The leading journal of its kind, it enjoys a broad readership and a robust online presence. It is published by Poets & Writers, a nonprofit organization formed in 1970 to help creative writers and the literary community nationwide.

The production editor is responsible for coordinating editorial, art, and production; ensuring that each issue of the magazine is error-free, on time, and meets the highest standards of quality; and preparing magazine content for publication at pw.org and in digital editions. The production editor reports to the editor in chief. This is a full-time position in our New York City office, requiring in-person work at least two days per week and additionally as needed. Annual salary: $72,000, plus benefits including fully paid medical insurance and generous paid time off.

Responsibilities include:

- Composing production schedule and overseeing the timely and accurate production of the magazine.
- Acting as liaison between editorial, advertising, design, production, and printing.
- Overseeing the work of freelance copyeditor and proofreader.
- Generating galleys and routing them through editorial; arranging for excerpt permissions; arranging for artwork and permissions; assigning photo/art credits.
- Maintaining in-house style sheets.
- Coordinating the mapping of each issue with advertising, editorial, and design.
- Closing each issue in-house, overseeing corrections and ensuring that files are complete.
- Reviewing final galleys and proofs.
- Overseeing printing of the magazine and acting as key point of contact with the printer.
- Reviewing final files for quality control.
- Preparing magazine content for each issue's online launch.
- Preparing magazine files for all digital editions, working closely with our partners at PWX to ensure that P&W app edition is delivered error-free, on time, and meets the highest standards of quality.
- Composing schedule and overseeing the editing and production of five annual Poets & Writers Guides; planning content updates with the editor in chief; coordinating with advertising to produce layouts; generating galleys and overseeing fact-checking; implementing final corrections; and linking and posting final PDFs.
- Reviewing invoices, creating author contracts and check requests, ensuring timely payment to freelancers.
- Scrutinizing all reprint requests and tracking permissions.

Qualifications:

- At least three years of experience in magazine production.
- Strong facility with Adobe Creative Cloud, particularly InDesign, required.

- Familiarity with Mac platforms.
- Experience with mapping software and file delivery.
- Extensive knowledge of *Chicago Manual of Style.*
- Extremely focused attention to detail.
- Ability to multitask on deadline.
- Excellent communication and project management skills.
- Knowledge of and interest in contemporary literature.
- Upholds P&W's values—service, integrity, inclusivity, and excellence—and shares our commitment to antiracism.

Compensation & Benefits:

- Salary: $72,000
- Medical, Dental, Vision Insurance
- Life Insurance, Long-term Disability
- 403(b) Pension Plan
- Three weeks paid vacation (increases to four weeks with tenure); four personal days; ten paid holidays; up to ten sick days

TO APPLY

Please send resume and cover letter to Kevin Larimer at klarimer@pw.org; include "Production Editor" in subject line. Attachments should be .docx or .pdf; other file types will not be opened.

Note that, as part of our commitment to pay equity and transparency, Poets & Writers has a no-negotiation policy with regard to salaries. The salary cited in a job listing is the non-negotiable salary for the role; our benefits package is the same for all employees and is also non-negotiable.

Poets & Writers is an Equal Opportunity Employer, committed to a building a diverse and inclusive staff. Individuals from all backgrounds are encouraged to apply, including veterans and those with disabilities.

ABOUT POETS & WRITERS

Poets & Writers is the primary source of information, support, and guidance for poets, fiction writers, and creative nonfiction writers in the United States. Our mission is to foster the professional development of poets and writers, to promote communication throughout the literary community, and to help create an environment in which literature can be appreciated by the widest possible public.

We advance this mission through our flagship publication, *Poets & Writers Magazine*; pw.org, a website that offers information, inspiration, and a lively online community for writers; and programs that provide writers professional development opportunities, financial support, validation, and community. We sponsor the Maureen Egen Writers Exchange Award and the Jackson Poetry Prize. Our work is guided by our core values: service, inclusivity, integrity, and excellence, and by our commitment to becoming an antiracist organization. Learn more at pw.org.