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)

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

- 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.
- 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.
- 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

- Performs related duties as assigned or required to meet Department, Executive Area/Division, and University goals and objectives.

Position Specific Requirements

- Required to work some nights
- Required to work some weekends

Required for All Jobs

- Understands responsibilities with respect to conflicts of interest and behaves in ways consistent both with law and with University policy.
- Contributes toward creating a positive and respectful workplace defined by personal and professional competence, integrity, and collaboration.
- 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.
- Uses access to sensitive and/or not yet public university related information only in the performance of the responsibilities
<table>
<thead>
<tr>
<th>Required for All Jobs</th>
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<td>of position and exercises care to prevent unnecessary disclosure to others.</td>
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### QUALIFICATIONS

#### Education/Experience

<table>
<thead>
<tr>
<th>Education Level</th>
<th>Major/Area of Study</th>
<th>Yrs of Exp</th>
<th>Details</th>
<th>Req/Preferred</th>
<th>Or</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s degree</td>
<td>Humanities or Social Sciences</td>
<td>7</td>
<td>In publishing, particularly demonstrated strength in acquisitions</td>
<td>Required</td>
<td>X</td>
</tr>
<tr>
<td>Master’s degree</td>
<td>Humanities or Social Sciences</td>
<td>5</td>
<td>In publishing, particularly demonstrated strength in acquisitions</td>
<td>Preferred</td>
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#### Skills and Abilities

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<tr>
<th>Description</th>
<th>Req/Preferred</th>
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<tbody>
<tr>
<td>Superior writing, editing, interpersonal, and presentation skills</td>
<td>Required</td>
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<td>Demonstrated initiative and sound judgment</td>
<td>Required</td>
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#### Licenses and Certifications

<table>
<thead>
<tr>
<th>Licenses/Certifications</th>
<th>Time Frame</th>
<th>Req/Preferred</th>
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<tbody>
<tr>
<td></td>
<td>$501K to $5M</td>
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#### Financial Responsibility

<table>
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<th>Description</th>
<th>Req/Preferred</th>
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<tr>
<td>Has Financial Responsibilities</td>
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<tr>
<td>Develops and implements short-term and long-term funding options for strategic plans and on-going operations.</td>
<td>$501K to $5M</td>
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#### Budget Responsibilities

<table>
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<tr>
<th>Budget Responsibilities</th>
<th>Req/Preferred</th>
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<tbody>
<tr>
<td>None</td>
<td>$501K to $5M</td>
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Employee:

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PRINT NAME: ____________________________
Signature: ____________________________
Date: ____________________________

Supervisor:

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PRINT NAME: ____________________________
Signature: ____________________________
Date: ____________________________

Human Resources:

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PRINT NAME: ____________________________
Signature: ____________________________
Date: ____________________________