



Job Posting

ABOUT THE FOUNDATION

One of the oldest American foundations, the Russell Sage Foundation was established in 1907 for “the improvement of social and living conditions in the United States.” RSF is a research center, a funding source for studies by scholars at other academic and research institutions, and an active member of the nation’s social science community.

The Foundation funds innovative social science research in four main program areas and several special initiatives; supports visiting scholars, researchers, and journalists; and publishes books and a journal based on the work of its grantees and visiting scholars.

JOB TITLE: Production Editor

JOB SUMMARY: Reporting to the director of publications, the production editor handles all facets of editorial production for approximately ten books and five journal issues a year.

RESPONSIBILITIES:

- Manage the production flow of manuscripts from copyediting and proofreading through bound book and/or digital publication
- Adhere to tight schedules while maintaining the quality of the work and staying on budget; update productions schedules for works in progress when necessary
- Correspond with authors and freelancers regarding schedules and editorial queries.
- Estimate production costs and castoff manuscripts and journal issues
- Prepare the design specifications for the typesetter
- Report on the progress of book and journal projects monthly
- Create rights sheets and verify authors have permission to publish all parts of their work
- Proofread catalogs, cover copy, and internal reports

REQUIREMENTS:

- B.A./ B.S. required with two or more years of relevant book production experience.
- The position requires working with authors from different disciplines, so strong communications, writing and editing skills are essential. Qualified applicants will take a copyediting test prior to being invited for an interview
- Computer skills are required: candidates should be proficient in Microsoft Word, Excel, Adobe Acrobat, and InDesign. Knowledge of XML preferred.
- Graphic design experience is a plus.

- The candidate should have the ability to work well under deadlines.
- Must be capable of handling multiple projects, prioritizing workflow, and flexible enough to switch among projects.
- Must be highly organized and detail oriented

Current RSF COVID-19 Policy: Staff are expected to work in the office for a minimum of three days per week (60%). RSF requires proof of full vaccination (medical exemptions may be requested). Masks are required in all public areas of the building regardless of vaccination status. *This policy is in effect at least through December 31, 2021, unless the situation worsens before then.*

HOW TO APPLY

Please submit a cover letter and resume to jobs@rsage.org. The Russell Sage Foundation offers a collegial, stimulating work environment in New York City and a generous benefits package. Salary commensurate with experience. **No phone calls please.** Only qualified candidates will be contacted for an interview.