

Holiday House, one of the world's leading publishers of books and content for young readers, is seeking a Managing Editorial Coordinator. Reporting to the Managing Editor, this position is responsible for providing administrative support to the managing editor as well as assisting with copy editing, proofreading, and circulating various stages of production while maintaining a high standard of quality.

Responsibilities include but are not limited to the following:

- Manages the production cycle of paperback conversions, I Like to Read books, board books, and series books, with guidance from the managing editor.
 - Copy edits cover and jacket copy as well as picture book and board book manuscripts.
 - Proofreads, slugs, and reviews passes in various stages of production to ensure requested changes have been made correctly.
- Attends status meetings.
- Tracks and manages reprint corrections, working with Design and Production to ensure they are done in a timely manner.
- Assists with the maintenance of data in the Biblio database, ensuring accuracy.
- Copy edits and proofreads marketing collateral: sell sheets, teacher guides, etc.
- Assists managing editor with seasonal materials for sales and marketing.

Minimum Qualifications (Knowledge, Skills, and Abilities):

- Excellent copy-editing and proofreading skills, including familiarity with *The Chicago Manual of Style*. Requires strong grammar and spelling skills as well as the ability to effectively communicate politely and tactfully, both verbally and in written correspondence. Spanish language skills are helpful but not required. 1-2 years of copy editing and proofreading required.
- Requires basic fact-checking skills via internet searches and strong follow-up skills to ensure books stay on schedule. Must be able to work independently to troubleshoot problems and be willing to bring difficult issues to the managing editor's attention in a timely manner.
- Requires ability to copy edit in Microsoft Word and strong Excel skills, including using formulas. Should also be comfortable with basic database tasks such as data entry and running reports.

This is a full-time position based in New York, NY with the option for hybrid work. The annual salary for this role is \$42,500-44,500 based on experience. A comprehensive benefits package is offered including medical, dental, life and disability insurance; flex spending and 401k plans, voluntary benefits, generous paid time off and much more! If you wish to be considered for this opportunity, please forward a resume and cover letter to us-careers@walkerbooksgroup.com.

All children deserve to see themselves, their families, and their communities represented in the books they read. As children's book publishers, it is our goal to ensure that the books and content we publish authentically and joyfully reflect the world around us. As an employer, we are committed to creating and maintaining a supportive working environment where everyone is included, valued, and empowered to do their best and most creative work. As an equal opportunities employer, we welcome candidates from all backgrounds without regard to race, ethnicity, gender identity, sexual orientation, age, disability, religion, sex, or any other characteristic protected by law and those not yet protected by law.

To Apply: submit a resume and cover letter via e-mail to us-careers@walkerbooksgroup.com, referencing "Managing Editorial Coordinator"