

Editorial Freelance Manager (Posted 2/4/2008)

Quayside Publishing Group, a dynamic group of publications dedicated to providing quality and excellence to its readers, encompasses Creative Publishing international, Fair Winds Press, Quarry Books, Quiver, Rockport Publishers, Motorbooks, Voyageur Press and Zenith Press. The Editorial Freelance Manager coordinates the content, copyediting, proofreading, and indexing needs of each book project with editors; assigns work to freelancers or editorial assistants according to project needs; tracks manuscript development and updates team members on status. Excellent written and oral communication skills and the ability to manage multiple projects and work well in a team environment are essential. A bachelor's degree in English or journalism and 3-5 yrs copyediting and proofreading experience in book publishing plus a thorough knowledge of The Chicago Manual of Style are required. Quayside Publishing Group, offers a competitive salary, full benefits package, and 401k with company match. Please submit your resume to: HR@creativepub.com or Fax: 612-344-8690.

Book Production Associate (Posted 2/4/2008)

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