



JOB OPENING **Book Acquisitions Editors–Minneapolis Office**

Quayside Publishing Group is seeking two visionary Acquisitions Editors to oversee publishing of creative, innovative, and strong-selling books for Voyageur Press. One Editor is responsible for acquiring books on subjects ranging from knitting, quilting, sewing and other crafts to sustainable living, cooking, and gardening. The other Editor is responsible for acquiring books on country living, raising livestock, and regionally focused subjects including history, travel, local foods, and more.

We seek applicants with 1–3 years previous editorial experience, preferably in book publishing, as well as strong knowledge of the above-mentioned subject areas and the ability to objectively analyze sales potential and market trends.

Voyageur Press is a 39-year-old book-publishing company that publishes approximately 60 new titles annually on subjects ranging from rock'n'roll to surfing, knitting to raising chickens, and more.

The Acquisitions Editors will work closely with the Publisher, Art Director, and Marketing department to research and create book projects with a clearly defined customer and sales channels to reach them. The Acquisitions Editors will seek out and contract authors and photographers and oversee the editing and production of 10-15 new titles annually.

Specific Responsibilities:

1. Completes editorial work for books, calendars, and other projects according to deadlines and as assigned by the Publisher. This includes communicating with authors and photographers to confirm project parameters and keep them up to date on the status of the project as the book is in production.
 - Substantive editing of book manuscripts as needed.
 - Conducting research and fact checking for assigned projects, as directed by the Publisher or Acquiring Editors.
 - Researching, acquiring, selecting, and organizing artwork, photos, and other illustration materials, in conjunction with Acquiring Editor.
 - Ensuring that all necessary text and illustration permissions are in place and securing permission from appropriate parties or helping the author do so.
 - Preparing and transmitting project materials for Design and Production.
 - Administrative support for the Publisher and Acquiring Editors as needed
2. Works with foreign publishers to establish editing and production schedule for co-edition projects. This includes:
 - Reviewing and advising on editing manuscripts for an American audience.
 - Keeping in contact with foreign publishers to adhere to schedules.
3. Maintains up-to-date, accurate, and well-organized database of editorial contacts.
4. Keeps accurate and detailed instructions for selected duties and tasks.

Primary Responsibilities:

1. Research, contract, and project edit 10-15 new book projects annually.
2. Work with the marketing managers to craft innovative and creative plans to promote the books.
3. Oversee the collection of images for books, involving photo editing with our inhouse photo researcher and/or hiring photographers to shoot images in cooperation with our inhouse design managers.
4. Be involved with the design and style of the books working alongside our design managers and production staff.
5. Manage budgets, schedules, and priorities in support of these book projects.
6. Communicate regularly to the company on trends within the books' subject areas and markets.

Requirements:

1. Strong knowledge and interest in sports and related subjects highly preferred
2. Strong writing skills and a sharp eye for editorial accuracy
3. Computer proficiency, particularly Microsoft Word, Excel and Photoshop software as well as spreadsheet, word processing, database, and desktop publishing programs.
4. Ability to work accurately, logically, and independently
5. Excellent organizational skills



6. Strong verbal communication skills to coordinate with staff and professionally represent Voyageur Press to authors, photographers, and other publishers.
7. Highly creative with an ability to conceive of new and innovative book ideas.
8. Highly organized and detail-oriented, with time-management and multi-tasking skills, and ability to set and meet deadlines and budgets.
9. Strong negotiation and problem-solving skills.
10. Thorough knowledge of media, public relations, and publicity organizations and/or book publishing.
11. Self-starter with ability to follow through and execute efficiently.
12. Willingness to learn and adapt as job and/or organization change.
13. Understanding of and appreciation for enthusiasts and enthusiast publishing.

Qualifications:

Required:

- 3+ years experience as an editor of enthusiast or consumer-based products.
- Strong knowledge of the subject areas of knitting, quilting, sewing and other crafts; sustainable living, cooking, and gardening.
- Bachelors degree.

Quayside Publishing Group offers a competitive salary, generous benefits package and 401k with company match. Full time benefit offerings may include:

Paid Vacation
Paid Sick Time
Personal Time Off
Holidays
Medical Insurance
Dental Insurance
Life Insurance
Voluntary Life Insurance
Short Term Disability
Long Term Disability
AD&D
Flexible Spending Plans (Health, Dependent Care, Commuter)
401(k)
Roth 401(k)

For consideration, please submit your resume and cover letter to hr@quaysidepub.com.