

TITLE: <u>Senior Acquisitions Editor</u>	SALARY	ISSUED: <b>12/10</b>
	SCHEDULE: <u>B</u>	CLASS
UNION: <u>P&amp;A – Local 1979, U.A.W</u>	SALARY	CODE: <u>PE352</u>
	GRADE: <u>12</u>	EEO
	FLSA: <u>Exempt</u>	CODE: <u>30</u>
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		CLASS: <u>PE</u>

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**POSITION PURPOSE**

Coordinate and execute the acquisition of one-half of the annual publication list for Wayne State University Press. Develop, determine, and track current and future publications of multiple book series/subject areas to effectively fulfill the mission and financial goals of the Press. Collaborate with the Editor-in-Chief in designing and implementing effective procedures and practices conducive to attracting, developing, and publishing high-quality books in key subject areas. Establish and maintain productive and efficient relationships with prospective and contracted authors, series editors, advisory board members, Editorial board members, outside reviewers and supporters, and other Press departments.

**ESSENTIAL JOB FUNCTIONS**

-Independently acquire manuscripts in specific subject areas or book series, including seeking out and selecting viable potential projects, evaluating proposals and full manuscripts, taking prospective projects through the peer-review process, overseeing revision and presenting evaluated manuscripts to the University Press Editorial Board for approval to publish. Develop preliminary financial estimates and profit/loss statements, and prepare the final manuscript for launch to editing and production.

-Determine and oversee execution of plans for the direction of half of the publishing program, including creating, developing, evaluating, and shaping subject areas, book series and imprints, and number and types of books published, in consultation with the Editor-in-Chief, Director, Press staff, series editors, series advisory board members, and other advisors.

-Train and mentor Assistant Editors and Acquisition interns. As needed, make and review work assignments and provide input to Editor-in-Chief on performance reviews of these staff.

-Consult on release, planning, and promotion of seasonal publication list with Editorial, Design and Production department as well as Sales and Marketing department.

-Work closely with the Manager, Sales and Marketing, to plan for successful promotion and sales of new books acquired.

-Work with the Development Director to identify financial support for individual book projects and/or series as needed.

-Represent the Press and actively acquire for the publishing program at conferences, exhibits, and functions, as well as speaking engagements at universities and other venues for writers and general audiences eager to learn about university press publishing.

-Negotiate contracts with authors.

-Maintain confidentiality with authors, reviewers, series editors, and others outside of the Press.

-Perform related duties as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

### **ADDITIONAL COMMENTS**

This classification is designed to identify, acquire and develop publication rights to quality book manuscripts, journals, annual volumes and other publishing projects including targeted subject areas or series. In addition, this position serves in a leadership and mentoring capacity to other acquisition personnel. Work activities require extensive high level communication, guidance and flexibility interfacing with authors, prospective authors, editors, board members, peer readers and external vendors. This position is located in the University Press and receives work direction from a management level position.

### **MINIMUM QUALIFICATIONS**

-Graduation from an accredited college or university with major coursework in English or related field or equivalent combination of education and/or experience. Advanced degree or degree work in the humanities/area of specialization of acquisition is preferred.

-Progressively responsible acquisitions experience in scholarly, professional, college, or trade publishing.

-Extensive experience in acquisitions, with experience in list development and proven success in acquiring works of outstanding scholarship and/or resulting in significant sales revenue.

-Exceptional written and/or oral communication skills.

-Reasonable editorial and /or marketing experience.

-Strong organizational skills.

-Ability to work with people at all levels of the University.