

**Title - Acquisitions Editor – University Press**

**Union – P&A – Local 1979, U.A.W.**

**Salary Schedule – B**

**Salary Grade – 11**

**FLSA- Non-Exempt**

**E-Class – PN**

**EEO Code – 30**

**Class Code - ?**

### **Position Purpose**

Identify, acquire and develop publication rights to book manuscripts, journals, annual volumes and other publishing projects including targeted subject areas or series in order to support the Wayne University Press' commitment to high quality scholarly and general interest publications.

### **Essential Job Functions**

- Solicit, interface and establish relationships with authors, prospective authors and series editors in the acquisitions of new book manuscripts for a targeted subject area or series (i.e., Landscapes of Childhood, Fairy Tales, Contemporary Approaches to Film and Television, etc.). Negotiate contracts in consultation with management and the General Counsel's Office. Serve as resource to authors providing guidance through publication review, revision and approval process stages; maintain contact with series advisory board to apprise on publication process.
- Evaluate unsolicited manuscripts and proposals in terms of quality, financial viability and adherence to the mission of the Wayne State University Press. Prepare financial cost analysis of projects and compile data on projected sales; recommend projects to management. Solicit, secure and maintain contact with qualified peer reviewers/readers for new manuscripts.
- Coordinate and prepare materials and projects (i.e., manuscript, curriculum vitae, resume, peer reviewers, board readers, etc.) to Wayne State University Press editorial board for publication approval. Attend board meetings; assist in providing problem resolution for projects that lack full support. Interface with authors to ensure final manuscript is ready for editing and production phases.
- Provide assistance to marketing services by participating in the oversight and maintenance of exhibit schedule. Contact exhibition companies and related academic trade conferences; determine participation and products to be showcased and displayed. Design and arrange promotional materials to publicize products and services. Prepare related paperwork, booking arrangements and coordinate the delivery of materials.

- Participate in writing grant proposals to obtain subsidy funds for projects. Research alternative funding sources and investigate available university funds for first time scholars.
- Serve as primary liaison between the author, the series editor and the editorial board. Maintain regular communication and guidance regarding the publication production process. Attend meetings, compile data and prepare reports as required.
- Perform related work as assigned.

### **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. Work activities require a very high-level of communication, guidance and flexibility interfacing with authors, prospective authors, series editors, editorial board members, peer readers, staff, various university personnel and external vendors. Incumbents should possess reasonable knowledge of scholarly publishing and book acquisitions and editorial and/or marketing experience. Work activities require the ability to negotiate contracts, develop strategies to address problematic situations and conduct cost analysis. This position is generally assigned to the Wayne State University Press. This position reports to and receives work direction from a management level position.

### **Minimum Qualifications**

- Graduation from an accredited college or university or an equivalent combination of education and/or experience.
- Reasonable experience in scholarly publications and book acquisitions.
- Strong written and/or oral communication skills.
- Reasonable editorial and/or marketing experience.
- Considerable knowledge of and experience with word processing, spreadsheet and internet software and programs.
- Strong organizational skills; keen attention to detail.
- Ability to meet established deadlines.
- Ability to work independently and in a team situation.

- Ability to communicate with multiple internal and external clients and customers.
- Typically, incumbents have worked as assistant editors or acquisitions associates at university or scholarly publishers.