



BOOK EDITOR
LORE LUSH, LLC

JOB TITLE: BOOK EDITOR

DEPARTMENT: LORE LUSH PUBLISHING

SUPERVISOR: PUBLISHER

ABOUT US:

LORE LUSH PUBLISHING PUBLISHES DIVERSE STORIES FROM DIVERSE AUTHORS AND WE NEED EDITORS TO ASSIST OUR AUTHORS WITH THIS VISION.

OUR GOAL IS TO INCLUDE EVERYONE FROM ALL WALKS OF LIFE, RACE, CULTURES, PREFERENCES, DISABILITIES, ETC. WHILE MAINTAINING AN ELEMENT OF STYLE THAT WOULD BE UNIQUELY OURS. IN ADDITION TO PUBLISHING DIVERSE STORIES, LORE LUSH PUBLISHING ALSO HAS A CROSS-GENRE IMPRINT, LEGION.

JOB DESCRIPTION:

WE ARE LOOKING FOR AN EDITOR WITH A GOOD SENSE OF WHAT MAKES AN INTERESTING STORY, TO JUGGLE ALL THE MOVING PARTS OF PUBLICATIONS. YOU WILL PLAN, COORDINATE, REVIEW, EDIT CONTENT AND WORK WITH AN AUTHOR TO MAKE SURE A LITERARY WORK HAS NO INCONSISTENCIES, MISSPELLED WORDS OR GRAMMATICAL ERRORS AS WELL AS WORKING WITH DESIGN ARTISTS, PRODUCTION PERSONNEL AND MARKETING DEPARTMENTS TO PRODUCE AN ATTRACTIVE PRODUCT AND PROMOTE IT SUCCESSFULLY.

THE SUCCESSFUL CANDIDATE WILL BE ABLE TO DECIDE WHICH IDEAS SHOULD BE PURSUED AND WHICH SHOULD GET DROPPED IN ORDER TO MEET QUALITY AND ACCURACY STANDARDS. THE GOAL IS TO PROVIDE EXCEPTIONAL, DIVERSE AND ENGAGING CONTENT.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF A LORE LUSH BOOK

EDITOR:

- FINDS BOOKS AND DEVELOPS IDEAS FOR DIVERSE BOOKS.
- REVIEWS BOOK QUERIES/PROPOSALS.
- ELIMINATES GAPS IN PROGRESSION OF A BOOK.
- ASSISTS THE AUTHOR IN DEVELOPING THEIR DIVERSE STORIES
- VERIFIES FACTS, DATES AND STATISTICS.
- CORRECTS SPELLING, PUNCTUATION AND SYNTAX ERRORS.
- REWRITES AND EDITS BOOKS TO IMPROVE READABILITY.
- MAINTAINS CONTACTS WITH VARIOUS AUTHORS, AGENTS AND RELATED PROFESSIONALS.
- VISITS LITERARY FESTIVALS TO LOOK FOR FRESH TALENT.
- MONITORS AND JUDGES COMPETITIONS.
- LOOKS FOR PROMISING UNSOLICITED MANUSCRIPTS.
- KEEPS UP WITH MARKETING TRENDS.
- RECOMMENDS BOOKS FOR PUBLICATION.
- ASSESSES POTENTIAL AUTHORS.
- EVALUATES COMPETING WORKS OF LITERATURE.
- PROJECTS BOOK SALES.
- ASSISTS WITH PRICING OF BOOKS.
- MANAGES BUDGETS AND WORKS TO CONTROL PRODUCTION COSTS.
- NEGOTIATES CONTRACTS AND TERMS OF COMMISSION WITH AUTHORS.

- COORDINATES WITH DESIGNERS, ILLUSTRATORS, PROOFREADERS, COPY EDITORS, PHOTOGRAPHERS AND MARKETING AND PRODUCTION STAFF TO PRODUCE A FINAL DRAFT.
- MANAGES PRODUCTION SCHEDULES.
- SUGGESTS POSSIBLE TITLES FOR BOOKS.
- WORKS WITH MARKETING STAFF ON A PLAN TO PROMOTE A BOOK.
- PROMOTES SALES OF RIGHTS AND NEGOTIATES RIGHTS AGREEMENTS.
- REPRESENTS THE PUBLISHING HOUSE AT FAIRS, EXHIBITIONS AND CONFERENCES.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- MUST HAVE KNOWLEDGE OF THE STRUCTURE OF THE ENGLISH LANGUAGE AND RULES OF COMPOSITION AND GRAMMAR.
- MUST HAVE EXCEPTIONAL WRITTEN AND VERBAL COMMUNICATION SKILLS.
- POSSESSES CONTACTS IN THE MEDIA AND KNOWLEDGE OF TECHNIQUES OF DISSEMINATING INFORMATION.
- EXCELLENT COMPUTER SKILLS.
- AN EYE FOR DETAIL ALONG WITH CRITICAL THINKING.
- EXCELLENT TIME MANAGEMENT SKILLS.
- MUST BE ABLE TO HANDLE HIGH STRESS SITUATIONS.
- PRIORITIZING AND MULTITASKING.

EDUCATION AND EXPERIENCE:

- **RECOMMENDED:** BACHELOR'S DEGREE IN ENGLISH, JOURNALISM, HISTORY, LANGUAGE ARTS, LITERATURE, CULTURAL STUDIES, COMMUNICATIONS OR A RELATED FIELD.
- EXPERIENCE AS A COPYWRITER OR ASSOCIATE EDITOR.

WORK ENVIRONMENT:



- REMOTE/ WORK FROM HOME/INTERNET ACCESSIBLE.
- MUST BE ABLE TO WORK WELL UNDER PRESSURE AND AGAINST STRINGENT DEADLINES.
- MUST BE ABLE TO WORK WEEKDAYS AND SOME EVENINGS AND WEEKENDS WHEN FACING A DEADLINE.
- MUST BE ABLE TO SPEND HOURS LOOKING AT A COMPUTER SCREEN.
- BE ABLE TO ATTEND BOOK LAUNCH PARTIES AND OTHER SOCIAL EVENTS.

LORE LUSH, LLC IS AN EQUAL OPPORTUNITY EMPLOYER

