



Penguin  
Random House  
South Africa

## **JOB ADVERTISEMENT: EDITOR**

Penguin Random House is looking for an **editor** to oversee individual book projects from manuscript stage to publication. The position is in the Penguin Non-Fiction division, which produces narrative non-fiction books under the Penguin and Zebra Press imprints, and is based in Cape Town.

### **Main responsibilities**

- Copy-editing, reorganising and tightening up manuscripts.
- Proofreading and checking proofs at various stages of production.
- Preparing text for typesetting.
- Coordinating illustrative material.
- Working with authors, designers, typesetters, illustrators, translators, editors and proofreaders to ensure the final product is accurate and appropriate.
- Preparing advance publicity information on new titles.
- Compiling metadata and checking digital editions.

### **Requirement for this role:**

- Matric with a diploma/degree, and at least three years' experience as an editor within the book-publishing industry.
- An excellent grasp of grammar, idiom and the English language in general, with strong writing skills.
- Good general knowledge and an interest in current affairs.
- Creative thinking with a meticulous eye for detail.
- Fully computer literate and efficient in MS Word.
- Strong interpersonal and organisational skills.
- The ability to work under pressure and meet deadlines.
- The ability to work on a number of projects simultaneously, both independently and as part of a team.

If you are interested in this position, please send your CV and a covering letter, clearly stating your salary expectations, to

Jason Daniels – [applications@penguinrandomhouse.co.za](mailto:applications@penguinrandomhouse.co.za)

**Closing date:** 24 July 2017

Shortlisted candidates will be required to complete an editing test.

**NB:** Only shortlisted candidates will be interviewed and previously disadvantaged candidates will be given preference. If you have not heard from us within six weeks, you should regard your application as unsuccessful. Penguin Random House is under no obligation to fill this position.