



Penguin
Random House
South Africa



Position:	Senior Editor
Reporting to:	Managing Editor
Department:	Struik Nature Division
Location:	Cape Town
Main purpose:	Editing and managing projects through all stages of production from receipt of manuscript to publication.

Main responsibilities

- Evaluating structure, logic, style, relevance and consistency of each manuscript relative to the anticipated market and amending/liasing with author to remedy –as required
- Copy editing and rewriting where necessary
- Preparing and marking-up text for typesetting and design
- Preparing flatplans and illustration briefs in conjunction with designer
- Liaising with authors, photographers, illustrators, designers, typesetters, translators, consultants (i.e. all participants, both in-house and freelance), to ensure the final product is logical, accurate and accessible
- Proofreading and checking proofs at each stage of production
- Preparing advance publicity information on new titles
- Mentoring and guiding junior editors

Requirements for this role:

- A university degree
- A minimum of 5 years' experience as an editor within the book-publishing industry
- An excellent grasp of grammar, idiom and the English language in general, with a meticulous eye for detail
- Strong writing skills
- The ability to think creatively
- Computer literacy in MSWord and InDesign
- Strong interpersonal and organisational skills
- The ability to work to deadlines and within budgets
- The ability to work both independently and within a team structure
- A general interest in wildlife and the environment would be a distinct advantage

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

Closing date: 08 November 2018

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.

Shortlisted candidates may be required to complete an editing test.