

Job Description

Position: Book Editor

Department: Publications & Editorial

Supervisor: Acquisitions Editor, Publications

Classification: Non-Exempt/Hourly

Starting Salary Range: \$26.00-30.00 hourly

Summary of Position:

The American Radio Relay League (ARRL) is the largest membership association for the amateur (“ham”) radio hobby and service in the US. For more than 100 years, ARRL has been the leading source of information about amateur radio. Our books include flagship publications such as the annual *ARRL Handbook for Radio Communications*, the *Antenna Book*, and a suite of ham radio licensing manuals, as well as books on specific areas of radio science, technology, and practical use.

The Book Editor is part of the Publications & Editorial Department. The position requires proficiency in project management, developmental editing, and line editing. The Book Editor will also arrange for technical editing/peer review, final copyediting, and indexing of projects, and will occasionally work with production staff and the Marketing department on covers, jacket copy, front/backmatter, etc.

This is a full-time, on-staff, on-premises job, based in Newington, Connecticut.

Major Duties and Responsibilities:

- Execute developmental and line editing on 12-15 high-complexity, multi-component titles per year in print and digital editions.
- Adhere to project schedule and scope and meet project deadlines, identifying solutions to potential problems and devising contingency plans when necessary.
- Under the supervision of the Acquisitions Editor, collaborate with authors, subject-matter experts, and freelance editors on developmental editing of accepted manuscripts.
- Research and fact-check material found in manuscripts to ensure accuracy.
- Work closely with production staff, including preparing manuscripts and related material for them.
- Additional duties as assigned.

Expectations: The Book Editor will ensure that ARRL books make their press deadlines, reasonably free from content, grammar, and typographical errors.

Knowledge and Skills:

- Excellent command of the English language, including:
 - Superior reading comprehension

- Excellent spelling, grammar, and usage skills
- High level of clarity, specificity, and professionalism in spoken and written communication

- Strong organizational skills.
- Strong research skills.
- High degree of comfort with technical material.
- Familiarity with Chicago style guide.
- Applied sciences and/or ham radio background a plus.

Experience: 3–5 years solid professional experience (or the equivalent) in book publishing, specifically in project management, developmental editing, and copyediting. Preference given to candidates who have worked on technical or scientific books.

Education: Bachelor’s degree. Relevant work experience in publishing and/or a STEM field may substitute for education.

Interpersonal Skills: The ability to be clear, specific, professional, and courteous in spoken and written communication.

Physical Requirements: Job is primarily sedentary. No physical exertion required.

Work Environment: Office.