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# Example of Manager, Editorial Job Description

Our company is growing rapidly and is looking to fill the role of manager, editorial. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for manager, editorial

* Develop and monitor project budget, in tandem with Director, create vendor contracts, and process payments
* Function as liaison between Editorial and Production, Design, Technology, Manufacturing, and Finance departments
* Define, oversee, and manage the digital image process and workflow, including requirement definition, selections, permissions, conversion, production, and delivery for implementation on all web products
* Lead multiple medium to large size projects from inception to completion
* Create copy for template-based requests (invitations, POS signs)
* Stakeholder management & communication- Works across Elsevier strategy, product, technology, operations and editorial businesses to build and nurture relationships that enable the group to engage the customer throughout the value chain
* Data-driven - A great head for figures whether scrutinising financial forecasts, analytics data, marketing plans or API calls
* Maintain project management overview, working with Acquisitions Editor(s), book contributors, authors and editors, and production colleagues, raising red flags as required and collaborating on problem solving with the AE/Publisher as required
* Track and manage a large number of projects at the same time
* Ensure each stage of project life cycle including delivery of author/contributor/editor instructions and editor/ contributor payments, material from contributors and marketing questionnaires are delivered in a timely fashion

## Qualifications for manager, editorial

* Excellent English Language writing skills for script editing, programme proposals and treatments
* Be good under pressure, and managing high volumes and tight deadlines, working outside of office hours if necessary to ensure delivery
* Must have a “customer focus” in working with the team to conceptualize marketable product
* Strong numeracy skills, including and understanding of statistics
* Strong technical competency and computer skills coupled with a good knowledge and utilization of Microsoft Excel
* Work with Chief Marketing Officer to develop branding and strategic marketing concepts related to copy (website, emails, retail signs/collateral, press releases )