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# Example of Project Editor Job Description

Our company is hiring for a project editor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project editor

* Work cohesively with the managing editor to produce books that meet VeloPress standards and embody the VeloPress brand
* Manage the concurrent creation, correction, and production of frontlist digital titles on all platforms, digital production for some backlist titles
* Coordinate with associate publisher to execute reprints and print-on-demand setup
* Collaborates with ABC NewsOne/ABC affiliates, other networks, on breaking news stories, sharing of information, video and sound
* Form and maintain internal relationships with other teams and support functions in order to ensure smooth day-to-day running operations
* Entering and maintaining information in internal systems
* Control the flow of work in progress
* Assist with general project administration and ad hoc tasks
* Identify engaging user-generated content (UGC) that will resonate with wider audiences
* Help create and maintain content plans for specific topics and/or priorities

## Qualifications for project editor

* High level of reading comprehension and writing skills emphasizing information organization and synthesis
* Excellent problem-solving, partnership, communications, persuasion, and negotiation
* Strong, demonstrated abilities in information aggregation/simplification
* Ability to produce succinct business writing and presentations with engaging/efficient format
* Shows leadership the ability to work as part of a team
* Effective organizational and excellent time management skills