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# Example of Project Editor Job Description

Our company is growing rapidly and is looking for a project editor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for project editor

* Research the market and competition to guide revision/repacking efforts
* Guide and evaluate author suggestions for revisions
* Occasionally acquire new writers/contributors when they are needed for a project
* Negotiate contract amendments with authors, and occasional new contracts with new writers, within the established parameters of the financial targets set for the project
* Understand and evaluate the financial implications of contract options, using established P&L forms and systems
* Work with Layout to retrieve manuscript files from archiving and prep them for authors
* Work with authors to establish and maintain the schedules of projects
* Ensure that authors deliver high quality material in a timely manner
* Hire and manage freelance copyeditors, proofreaders, and indexers to ensure the timely and accurate flow of content through the editorial process
* Check and clean up manuscript files to ensure they are error free before turning over to layout

## Qualifications for project editor

* Three-plus years’ experience in a television-related field
* This position requires the ability to work in the Columbus, OH office
* Conversational Spanish and/or Portuguese
* Four + years of practical TV Production experience at the large market or network level
* Experience working with senior executives, preferred but not mandatory
* Experience working in a digital agency, marketing communications, corporate communications, or instructional design role a plus