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# Example of Project Editor Job Description

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

## Responsibilities for project editor

* Write and/or edit cover copy, sales sheets, and other related materials
* Receive and track backlist errors and submit corrections for upcoming reprints
* These projects will be quick turnaround (typically one day for the first draft) so we're looking for fast, experienced video editors who are open to strong direction
* This position will be paid on a per-project basis, but may lead to further opportunities
* Coordinate the editorial production of custom-published textbooks in the humanities and sciences
* Review manuscript, as submitted by instructors and delegate copyediting and proofreading duties
* Aid in editorial and administrative maintenance of custom databases
* Project and schedule creation and management
* Create and maintain a project tracking system
* Create and obtain stakeholder approval for document control

## Qualifications for project editor

* Solid understanding of print specifications
* Must be familiar with smaller studio based cameras, such as Black Magic Ursaand Ursa Mini series packages, and/or Micro Cinema and Studio cameras
* Candidate must have experience working in a fast paced production / post production environment
* Bachelor's degree in primary or secondary education with an emphasis on either ELA or mathematics, or equivalent work experience
* Three plus years of editorial experience with digital know-how (understand platform requirements and limitations and affordances of digital capabilities)
* Strong understanding of Common Core State Standards (i.e., organization, curricular implications, student performance expectations)