

Senior Academic Editor Job Description

As a Senior Academic Editor, you will be a key contributor to the development of scholarly content for Christian higher education institutions. Your role involves refining and enhancing academic and ministry books that will be used by students, professors, and scholars. Your attention to detail, subject expertise, and commitment to maintaining high standards are essential for success in this position.

Primary Responsibilities:

1. Content Review and Refinement
 - Conduct 10-15 developmental edits per year, ensuring structural coherence and rigorous scholarship, for academic textbooks and ancillary resources, ministry books, commentaries, and series titles.
 - Ensure clarity, accuracy, consistency, and adherence to academic conventions and house guidelines.
 - Work with managing editor to review and approve manuscripts for acceptance, per contract stipulations.
 - Collaborate with authors, subject matter experts, and editorial teams to enhance content quality.
 - Confirm compliance with copyright and intellectual property regulations.
 - Perform other editorial tasks as assigned.
2. Subject Expertise
 - Possess a biblical understanding of the subject matter covered in the materials.
 - Provide feedback on content relevance, coherence, and scholarly rigor.
 - Assist in selecting appropriate peer reviewers for academic submissions.
3. Christian Publishing and Higher Education
 - Be aware and familiar with the Evangelical publishing industry and theological content.
 - Understand the unique requirements of Christian higher education institutions.
 - Ensure that content aligns with Kregel's mission statement and statement of faith.
4. Collaboration and Communication
 - Work closely with authors, researchers, editors, and freelancers to address queries and revisions.
 - Communicate editorial decisions clearly and professionally.
 - Participate in editorial and interdepartmental meetings and contribute to project planning.
5. Style and Formatting
 - Apply appropriate citation styles (CMS, SBL) to references and bibliographies.
 - Format content according to publishing guidelines.
 - Maintain consistency in tone, language, and terminology.

Secondary Responsibilities:

Done in collaboration with other team members.

6. Content Acquisitions
 - Cultivate strong relationships with authors, editors, and industry professionals.
 - Attend events and conferences.
 - Review submitted manuscripts.
 - Assess the quality, market potential, and alignment with Kregel's publishing objectives.
7. Project Management
 - Manage multiple projects simultaneously, adhering to deadlines.
 - Coordinate with production teams, designers, and typesetters.
 - Provide guidance to fellow editors and freelancers.

Required Qualifications:

- **Advanced Degree:** A master's degree (doctoral degree preferred) in a relevant field (e.g., Theology, Biblical Studies, Religious Studies).
- **Editorial Experience:** Proven track record in academic editing, with 5-6 years' experience in scholarly publishing.
- **Attention to Detail:** Meticulous in reviewing content for grammar, syntax, and factual accuracy.
- **Subject Knowledge:** Familiarity with academic disciplines and research methodologies.
- **Software Proficiency:** Competence in using editing tools (Microsoft Word, Adobe Acrobat, Excel required; InDesign preferred).
- **Communication Skills:** Excellent written and verbal communication.

Location: This role can be remote, allowing flexibility for qualified candidates.