

Commissioning Editor: Job Description

Strategic role

To provide a steady stream of profitable products within your list area.

List responsibilities

You will be responsible for the Burleigh Dodds Science list of titles in agricultural science. Other materials or topics may be added to your list responsibilities if required by the Company.

Targets

Commissioning editors are responsible for contracting at least 25 projects a year. Commissioning editors report to the Editorial Director who has overall responsibility for ensuring a steady stream of profitable products for publication by the Company.

Key tasks

Market research:

- identify emerging information needs in your list area (e.g. new areas of research of importance to your customers)
- identify who the customers for your list are, their information needs and how well you currently meet those needs
- based on the above, outline a publishing programme for your list area for approval by the senior management team

Project development:

- identify potential contents for a project
- secure an appropriate editor or author and work with her/him to develop a set of contents which meets customer needs
- secure approval for the project from the senior management team
- agree a contract with the editor or author

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Project management:

- ensure that the Content Delivery Specialist has the relevant information to set up each new project effectively and approach contributors
- with the Content Delivery Specialist monitor the progress of all forthcoming projects regularly and sort out any problems which the Content Delivery Specialist is not able to resolve to ensure projects are completed on schedule
- where required, agree a revised structure for a project with an editor or author that meets customer needs and the budgetary requirements of the company whilst ensuring publication on schedule

Other:

- provide key bibliographic and marketing information for titles in a timely manner to ensure they can be effectively marketed
- deal with queries relating to your list from colleagues
- provide information as requested by the Editorial Director (e.g. for completion of reports for the Managing Director)
- suggest ways of improving your productivity, the profitability of your list and the company as a whole

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