

TRINITY COLLEGE LONDON	Job Description
JOB TITLE:	Editorial Manager
Accountable to:	Head of Music Publishing
Staff managed:	Production Coordinator
PURPOSE OF THE JOB	
<p>To guide and manage the Editorial function for Trinity College London Press and have an active role in new product development. The job holder will take responsibility for the accuracy and quality of musical content, working with relevant internal and external stakeholders to provide camera ready materials for printed and online exploitation and instilling Trinity's core music values across all publications</p>	
KEY ACCOUNTABILITIES & TASKS	
<ul style="list-style-type: none"> • Plan schedules and the allocation of editorial resources for new products, liaising with Head of Music Publishing • Work with colleagues in Product and Academic to ensure publications are appropriately developed to support key portfolios • Ensure projects are delivered on time and to budget • Project manage revenue-generating published product from initial manuscript stage to camera-ready copy • Editing and proofing to the appropriate standard, passed for printing to agreed schedules and budgets • Project manage the production of exam-related audio product, including studio support work and critical listening • Undertake product development work as required, collaborating with Head of Music Publishing as required • To commission and direct external contacts – authors, composers, freelancers (editors, proof readers, typesetters, recording engineers, producers, designers and illustrators) • Devise realistic and achievable schedules for individual projects • Supervise and manage delivery on schedule of all cover designs, music and text setting, proofs and finished copies and sound recordings to the highest standards and to the budgets agreed. • To determine the best use of resources, balancing in-house with outsourced work with regard to level of demand and budgetary constraints. To negotiate fees with freelancers ensuring that budgets are adhered to. To source new and reliable freelancers where needs require. • To attend meetings, committees, conferences and trade fairs both locally and internationally as required 	

JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST

- Several years' editorial experience at respected publishing houses (minimum 8) in a managerial capacity
- Detailed knowledge of all aspects of editorial and production processes
- To have a working knowledge of the printed music marketplace and TCL Press' direct competitor products
- The ability to manage multiple projects concurrently, liaising with internal and external stakeholders (academics, typesetters, authors and composers, printing companies etc.) and be self-motivated
- Working knowledge of music setting software (e.g. Sibelius) and design software (e.g. Adobe InDesign)
- Excellent time-management
- Project management expertise

CONTACTS: INTERNAL AND EXTERNAL

- Internal stakeholders: academics, lead examiners, product managers, designers. Wider Trinity network including examiners and national consultants/coordinators.
- External stakeholders: composers and authors, typesetters, proof readers, printers, publishers

FINANCIAL PARAMETERS

- Ensuring best possible value for money when engaging external resources
- Preparing project costs and controlling associated spend through to project completion