

ECS Publishing Group

Managing Production Editor

St. Louis, MO – Full-time in-office, or remote

The ECS Publishing Group is a highly collaborative company with strong values and a distinct mission. Publishing quality music and working with customers and composers is at the heart of what we do. We promote a friendly, engaging, and safe work environment that strives for excellence.

Principal Function: Edit, engrave, and provide leadership and guidance in the editing and production of publications for ECS Publishing Group.

Job Summary: The Managing Production Editor will edit and engrave publications in addition to overseeing the editorial processes required before publication release.

Responsibilities:

- Manage the editing and engraving process for all ECS Publishing Group imprints and services.
- Organize workflow in conjunction with the acquisition editors to ensure efficient production of publications.
- Edit, engrave, and proofread manuscripts.
- Manage the development and reinforcement of quality standards and house style.
- Coach and supervise the editorial work of production editors and editorial assistants.
- Plan assignments for production editors.
- Control the editing schedule to meet production deadlines.
- Oversee proofreading procedures.
- Resolve editorial issues as they arrive.
- Serve on the production team.
- Manage the editorial budget by tracking expenditures and requesting adjustments as needed.
- Communicate with composers about project status.
- Cultivate and maintain relationships with outside editorial and engraving services.

Staff Relationships:

- Responsible to the President.
- Responsible for collegial relationships with other ECS Publishing Group employees.
- Manage the production editorial team.
- Serve on the marketing team as needed.

Job Requirements/Skills

- A Bachelor's degree in Music or Music Education is required, along with successful experience in producing publications.
- A strong background in music engraving technology, specifically Finale and Sibelius. Dorico experience a plus.
- Experience in publishing.
- Detail oriented with ability to manage multiple concurrent tasks and responsibilities.
- Must be organized, a self-starter, and able to communicate effectively.
- Ability to delegate and supervise the work of the editorial staff.
- Knowledgeable about a wide range of music genres.
- Accurate editorial and proofing skills.
- Experience managing budgets.
- Capable of maintaining a network of outside editorial services.
- Ability to manage the requests and expectations of composers about house style and schedules.

Benefits/Salary

- Benefits include:
 - Health insurance
 - 401K Plan
 - Earned Paid Vacation time
 - Earned sick leave and paid holidays
- Salary is commensurate with experience

To Apply: Please send a cover letter and resume to hr@ecspublishing.com.