



**Langham**<sup>™</sup>  
PARTNERSHIP

**Job Title:** Editorial and Contracts Coordinator

**Reporting to:** Director of Publishing

**Contract:** Full Time (37 hours per week)

**Start Date:** 1st of March (or as soon as possible)

**Job Purpose:** To oversee and coordinate the editorial process of Langham's own and partnered publications as well as their related contracts and rights. The role will require you to liaise and work closely with the rest of the publishing team as well as with external stakeholders such as authors, editors, peer reviewers, and other publishers.

**Job Description:** Responsible for the editorial process of around 50 published book projects annually, as well as caring for subsidiary rights for current backlist of 300+ titles, the candidate will ensure the coordination and administration of each of these publishing projects. Working regularly with the production coordinator and our network of both employed and freelance editors, the candidate will lead manuscripts from proposal and submission through to production.

The role will not only involve the consistent administration of publishing projects but also the regular communication between authors, reviewers and editors, all in a manner that is reflective of the vision and goals of our ministry.

The successful candidate will have the ability to prioritise work across multiple projects alongside their regular tasks. The candidate will have the ability to work under pressure and influence internal stakeholders as well as conducting themselves professionally with external stakeholders.

### Key Responsibilities

- Coordinate and administer the editorial process of publishing projects
- Liaise with editors, reviewers and referees to identify whether submitted manuscripts are of interest and suitable
- Schedule the editing, typesetting and proofreading for accepted or commissioned manuscripts
- Communicate with authors and / or their representatives throughout the process
- Create and issue contracts as well as manage rights and permissions
- Manage author royalties
- Maintain the publishing database
- Produce and maintain reports relating to the Editorial schedule
- Produce and maintain supporting documentation such as style and author guides
- Assist in the cleaning of manuscripts and actional changes where necessary
- Assist in any other publishing tasks that are required

### General Responsibilities

- This role requires you to be based at the Langham offices in Carlisle, Cumbria. However, while lockdowns and the COVID-19 pandemic continues, homeworking is expected. During

this time the location in the UK where you will be based is also negotiable but you will be expected to relocate to the Carlisle area when the country is fully open.

- Attend team meetings both virtually and in person.
- Assist with any events relating to publishing, and where reasonably required, travel for such events (both nationally and internationally).
- Attend any office or corporate meetings or events.
- Undertake any other duties as are reasonably required by the Director of Publishing.