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## Job Description (Production Editor)

### Who we are:

In 1999, ECHO Storytelling Agency was founded after our president missed the chance to get her grandmother's life on record. What started as a personal mission to capture the stories of her remaining family members turned into a professional passion for deepening relationships with the people who matter most. Since then, as a result of clients coming back and asking us to do more for them, we have grown beyond our roots of producing personal memoirs and corporate histories to now offering a wide range of story-driven services, including brand story consulting, story-driven content strategy, and storytelling training. Our team members and partners are an elite group of journalists, authors, designers, and filmmakers who craft stories that people remember forever.

We are a values-driven company, firmly grounded in **Positive Energy, Creative Rigour**, and **Unconventional Caring**. We believe that relationship trumps transaction — with clients and with each other. On any given day there are up to a dozen of us in our peaceful, open-concept studio near Granville Island, though we do work remotely as well. We laugh, eat cake, and do jigsaw puzzles on the regular.

### What we're looking for:

We are seeking a **Production Editor** with publishing knowledge and a keen eye for detail to apply their multiple talents across our departments while living our values every day. The successful candidate will have a hand in most parts of the book process, from editing to production to delivery, and contribute as time allows to our non-book projects as well. This is a full-time position that requires someone able to work five days per week from 9 am to 5 pm.

### What you'll do:

#### *Editorial*

- Liaise with freelancers (writers, editors, proofreaders, and indexers) to ensure the timely delivery of work at the highest level of quality, in collaboration with the editorial director and project manager
- Write and manage freelance contracts and notices of assignment
- Create and provide book-specific style sheets
- Make copy-edit changes, in collaboration with editors and authors
- Clear permissions for cited text
- Highlight pull quotes for special type treatment in layout, and work with authors and editors, as needed, to improve display (chapter titles, section titles, infographics copy, etc.)
- Write and/or copy-edit captions
- Make proofing changes and double-check proofed layouts, in collaboration with proofers and production coordinator
- Work with production coordinator to solve layout problems arising from text / design changes

- Update title / spec / metadata information and ensure data integrity for each completed project (using AirTable, our cloud collaboration platform)
- Archive relevant editorial materials for each completed project
- Create and update internal documents and databases (Word templates, image spreadsheets, ECHO style sheets, etc.)
- Proofread non-book materials (training materials, slide decks, posters, reports, etc.)

### *Production*

- Manage printer relationships, gather confirmation of orders, input quotes into spreadsheet for project manager to share with clients
- Research new print partners
- Check printer proofs of covers and pages

### *Digital*

- Standardize editorial and design formatting for digital content, in collaboration with design and production teams
- Set schedules, hire freelancers as required, and coordinate the flow of materials involved in ebook conversions
- Perform quality assurance checks on ebooks, ensuring the integrity of the print edition is maintained
- Edit bi-weekly newsletter
- Edit blog posts
- Contribute writing, editing, and/or proofing to ECHO's poetry project, [bentlily](#)

### **A bit more about you and the role:**

As Production Editor, you will work closely with our editorial, design, and digital teams. You will be adept in communication, fierce in organization, and thorough in your attention to detail. Deadline driven. Keen to learn. A relisher of complexity and simultaneity. You see magic in cataloguing and triumph in relationship building. You also love fun, storytelling, and, especially, collaboration. When problems arise, you'll feel comfortable communicating — with patience, diplomacy, and creativity — a plan to do whatever it takes to complete tasks to the highest editorial standards.

### **What we offer:**

- A subsidy toward professional development after a probationary period of 3 months
- Access to a Health Spending Account benefits package after a probationary period of 3 months
- The ability to work from home, if desired, one to two days a week
- The occasional afternoon beer/cider/glass of wine with the team where stories are shared and cheezies are on offer
- Participation in the annual ECHO retreat — a day-long adventure at our president's beautiful cabin on an island in the Salish Sea
- 15 vacation days (plus stats)
- A flexible workplace that succeeds because of mutual trust between colleagues

- Staff celebrations: having a birthday? We'll get you a cake. Celebrating a work anniversary? We'll get you a cake. Retiring? We'll get you a cake. We like cake
- The chance to work with a creative team of highly talented pursuers of excellence. Our small team means you'll be exposed to every aspect of our business, giving you an opportunity to learn, grow, and succeed
- The opportunity to work with a wide variety of clients (manufacturing, law, retail, mining, oil and gas, forestry, not-for-profit, education, healthcare, insurance, accounting, hospitality, construction, engineering, real estate ...). Our projects are both corporate and private (ie, personal memoirs), and clients include ultra-high-net-worth individuals and families

**What you need:**

- Two years' experience in book publishing or a related field, in an editorial or production/editorial role
- Excellent copy-editing and proofreading skills, and familiarity with the *Chicago Manual of Style*
- Ability to organize and prioritize multiple assignments, work with grace under pressure, and consistently meet (and help others meet) tight deadlines without sacrificing quality
- Sound knowledge of the publishing industry, with a strong understanding of best practices in design and copy layout, file management, production process, and printing conventions
- As a bonus, experience as a print production coordinator readying files for print and liaising with printers
- Effective written and verbal communication and interpersonal skills, with an ability to work efficiently, both independently and as part of a team
- Proficiency with Microsoft Word (Track Changes) and Google Docs, Excel and Google Sheets, Adobe Acrobat, and Adobe Suite
- Rigorous attention to myriad tiny details
- Understanding of accessible publishing workflows is an asset
- A passion for storytelling

Note that this is a full-time position. Our office is based in Vancouver but we offer a hybrid (work from home and in office) model, so remote workers are welcome. Note that our studio is on the second floor in a building with no elevator

Job Type: Part-time

Salary: \$42,000 to \$46,000 a year, plus benefits