BROWNSTONE
INSTITUTE

Publications Managing Editor

Brownstone Institute, 501c3, seeks a full-time publications managing editor to drive project management on books and other publications of the Institute. Experience and a proven record in this field is essential because we have a tight and very small team and are not in a position to either train from the ground up or supervise work in a traditional way. We need maximum competence and responsibility in this position.

The main focus is project management for book productions. That requires:

- Knowledge and experience with Amazon's KDP platform and other books selling sites
- Scrupulous attention to the details of text preparation
- Ability to navigate and prepare texts, while working with authors
- Preparing manuscripts to work with both text and electronic editions
- Providing quality assurance on audio books
- Selecting parts for publication and managing a schedule for marketing
- Engaging with third-party providers on book covers and typesetting

Books are not all that Brownstone does. We have a complete publishing machinery for the website as well, so this position should scale to handle:

- Manuscript submissions
- Publishing schedules
- CMS uploads and attention to detail on publishing
- Familiarity with Teams and Slack for team-based communication
- Ideally this person should be able to work with typesetting programs for small report preparation and advise on issues of website organization and presentation
- Pinch hit on matters of social media and topic editing

Again, we are not interested in time-consuming training sessions. We need a genuine self-starter, with intrinsic motivation and a strong work ethic, who can earn trust of the team to make independent decisions.

The position is remote with periodic gatherings mostly in the Northeast US. Proximity is a plus and US residency required.

Salary is negotiable.

Interested applicants can write tucker@brownstone.org