Job Description – Production Editor

About the Role

Work as part of a team to undertake the copy-editing, proofreading and other editorial tasks associated with production of Open University learning and teaching materials in print and online. To promote and embody positive attitudes and behaviours, embrace change and innovation, and champion the values of the organisation.

Key responsibilities

- To copy-edit text in Word, XML and other formats in compliance with the University's house style and other standards and style guides.
- To take responsibility for maintaining and updating existing learning materials, including updating assessment items, website checking and ensuring quality and consistency standards are upheld.
- To produce proofs (page and web) of edited items in a format suitable for checking by authors and other staff, including compiling lists of editorial queries; to liaise directly with authors and academic staff in relation to editorial work, when required.
- To proofread, check and user-test print and web items, correct errors and escalate issues as necessary.
- To contribute to ensuring learning materials meet standards for accessibility.
- To use the University's content management system as specified for production tasks.
- To assist managers in the planning, scheduling and coordination of production projects; to maintain and update project documentation.
- To assist in integrating text and media assets (artwork, audio, video, interactive), as required.
- To keep informed of relevant developments in educational technology and publishing practice.
- To contribute to the development and maintenance of professional standards in editorial practice.
- To contribute to the Unit’s strategy formulation and implementation.

Skills and experience

**Essential**

- Excellent standard of written and spoken English, grammar and spelling.
- Strong IT skills, especially MS Word, Outlook and other Microsoft packages.
- Attentiveness to accuracy and detail even when under pressure.
- Excellent organisational skills, and ability to manage own workload and balance conflicting demands.
- Ability to work as part of a team towards common goals.
- Strong interpersonal skills and ability to influence those in more senior positions, including academic authors.
- Commitment to own professional development and learning.
Desirable
N/A

Knowledge, work and other relevant experience

Essential
• Excellent copy-editing and proofreading skills or demonstrable aptitude in this area.

Desirable
• Experience of using XML editing software in a publishing context.
• Experience of using content management systems.
• Knowledge of templates, style sheets, macros.
• Knowledge or experience of open, online and distance learning.

Education, qualifications and training

Essential
• GCSE grade C in English and Mathematics.

Desirable
• A further or higher education qualification.

About the unit/department

The Editorial team is part of the Design, Development & Production (DDP) sub-unit, which has a £14m budget and employs around 270 staff. We help to provide life-changing learning by collaborating to create, deliver, maintain and support course content for students across multiple formats and channels. We produce more than 150 new modules every year, alongside maintaining more than 400 existing modules and engaging in a range of other projects – all with the student learning experience at the heart of what we do.