

TITLE: <u>Senior Acquisitions Editor</u>	SALARY	ISSUED:
	SCHEDULE: <u>B</u>	CLASS
UNION: <u>P&A – Local 1979, U.A.W</u>	SALARY	CODE:
	GRADE: <u>12</u>	EEO
	FLSA: <u>Exempt</u>	CODE: <u>30</u>
		E-
		CLASS: <u>PE</u>

POSITION PURPOSE

Coordinate and execute the acquisition of one-half of the annual publication list for Wayne State University Press. Develop, determine, and track current and future publications of multiple book series/subject areas to effectively fulfill the mission and financial goals of the Press. Collaborate with the Editor-in-Chief in designing and implementing effective procedures and practices conducive to attracting, developing, and publishing high-quality books in key subject areas. Establish and maintain productive and efficient relationships with prospective and contracted authors, series editors, advisory board members, Editorial board members, outside reviewers and supporters, and other Press departments.

ESSENTIAL JOB FUNCTIONS

- Independently acquire manuscripts in specific subject areas or book series, including seeking out and selecting viable potential projects, evaluating proposals and full manuscripts, taking prospective projects through the peer-review process, overseeing revision, presenting evaluated manuscripts to the University Press Editorial Board for approval to publish, developing preliminary financial estimates and profit/loss statements, and preparing the final manuscript for launch to editing and production.
- Scout and evaluate locations for upcoming events. Set up and test video and audio equipment, determine shot selection and tape major university events.
- Meet with internal and external clients to clarify project objectives. Develop project plan, define deliverables and make necessary modifications to meet client expectations.
- Maintain equipment room. Record inventory and perform routine equipment maintenance.
- Perform related duties as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

ADDITIONAL COMMENTS

This classification is designed to produce videotaped presentations for University Television. Work activities require specialized technical skills utilizing video or television equipment. The incumbent must have knowledge of video and audio programming of events, music, the arts, etc. Work activities are specific in objective and content, but require the incumbent to search for solutions and new applications. This classification is typically found in University Television and reports to and receives work direction from a management level employee.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with major coursework in mass communication, television or closely related field or equivalent combination of education and/or experience.
- Reasonable experience videotaping live events.
- Reasonable knowledge and understanding of audio and video production procedures.
- Reasonable experience utilizing production equipment including cameras, lights, audio gear.
- Reasonable experience utilizing appropriate computer editing or graphics software, e.g. Final Cut Pro Studio, Adobe Creative Suite.
- Good organizational skills.
- Some knowledge of audio production and video lighting techniques.
- Reasonable experience storyboarding.
- Ability to work with people at all levels of the University.