

## **Assistant Acquisitions Editor (North America)**

### ***Commissioning Objectives***

To work with the Publisher and other acquisitions editors at Earthscan and the Publisher at RFF Press in contributing to the development of a distinguished and expanding publications list for professional, academic and policy readers in the U.S. and worldwide in areas including but not necessarily limited to low-carbon and sustainable design, technology, and engineering in relation to industry, infrastructure, and the built environment, and associated policies and regulations.

The list should reflect and contribute to the best innovative and influential work and developments in these fields, and include a balanced mix of publications such as:

- practical and professional handbooks
- reference works
- teaching and course texts
- research monographs
- edited compilations
- policy focused works

To establish where possible continuing publishing relations with professional and other associations in these fields.

To establish, as appropriate, formal publishing series.

### ***Responsibilities***

To seek out and commission new titles from appropriately qualified authors and relevant research, professional and other organizations, whether from existing or new authors and partners, including unsolicited proposals and actively solicited works. As directed by the Publisher at Earthscan (the Publisher) and subject to his approval, and in line with the procedures of the Editorial Department, responsibilities will variously include:

- management of author / organization relations
- market research relating to new areas and to specific projects
- arranging peer review
- formulate revision plans with authors to meet editorial and marketing requirements
- publication planning and scheduling
- costing and margin calculation
- negotiation of contractual terms, including buybacks and subsidies
- preparation of publication proposals, production handover notes, advance title information sheets and fulfilment of all other editorial procedures required for each new title

- liaison with the Production department over each new title, new editions and reprints
- liaison and consultation with Sales and Marketing departments on the specifications, design, marketing, promotional material, publicity plans, and the trade and distribution terms for each new title pre- and post-publication
- monitoring sales performance and stock levels and recommending reprints and price changes when appropriate
- developing new and related editions where appropriate
- establishing co-publishing arrangements with suitable partner organisations on terms agreed in consultation with the Publisher
- recruiting editors and editorial boards for any newly established series in consultation with the Publisher
- travel for author meetings, commissioning trips, academic visits, and conference attendance, as approved by the Publisher.

He or she will be expected to understand and keep abreast of developments in the relevant markets and subject areas sufficiently to perform commissioning and other editorial responsibilities successfully.

***Performance***

Annual salary and performance review including targets agreed with the Publisher.

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