



POSITION PROFILE

EDITORIAL DIRECTOR, GRAPHIC UNIVERSE



ORGANIZATIONAL OVERVIEW

ABOUT LERNER

Lerner Publishing Group is one of the nation's largest independently owned children's publishers with more than 6,500 books in print. Based in Minneapolis since its founding in 1959, Lerner creates the highest-quality nonfiction and fiction content for children and young adults in a variety of subjects and formats, including board books, series nonfiction, young adult novels, digital books, databases, and more.

We believe learning never ends. It's a constant process, a result of interacting with the world around you. You engage in learning and the more you know, the more knowledge will reward you by opening your eyes and your mind. We strive to do just that for our readers and customers.

MISSION

At Lerner Publishing Group, we meet our customers' needs by offering the highest-quality nonfiction and fiction content in a variety of subjects and formats. Our unique, engaging books for PreK-12 help librarians, educators and parents in developing a love of reading and learning among the children and youth they serve.

GOALS

CUSTOMERS. SIMPLICITY. GROWTH.

CORE VALUES

SUCCESS

We achieve our goals through determination, teamwork and follow-through.

CREATIVITY

We encourage imagination and new ideas, as we strive to delight our customers.

RESPECT

We treat our co-workers and business partners with the same consideration and integrity we expect.

EXCELLENCE

We deliver high quality products and services with simplicity and efficiency.

EDITORIAL DIRECTOR, GRAPHIC UNIVERSE

TITLE

Editorial Director, Graphic Universe

REPORTS TO

EVP, Editor-in-Chief

SUMMARY

The Editorial Director responsible for overall strategic direction of Graphic Universe imprint, as well as acquisition and editing of graphic novels. Responsible for setting direction for GU imprint in close consultation with Editor-in-Chief, Marketing, and CEO. Responsible for networking with authors, agents, and other partners to recruit talent in alignment with GU overall goals. Responsible for communicating with art director, designers, graphic designers, and other staff as needed. Keep assignments on schedule. Accountability to keep assignments on schedule and deliver publishing plan of 20-25 titles on time.

DUTIES AND RESPONSIBILITIES

1. Establish and update GU publishing strategies on a quarterly basis.
2. Acquire and edit graphic novels, communicating fully and frequently with authors and artists to get the best results. Acquisition work may involve work through agents, unagented authors and illustrators, and/or foreign publishers.
3. Collaborate with design department, including selecting artists, reviewing character sketches, tight sketches, and final art. Review, request changes to, and approve artwork—internal and covers—for graphic novels.
4. If appropriate to project, communicate all stages of art with author for feedback.
5. Monitor books' schedules throughout the editing process to ensure the books go into production as planned.
6. Mark up/code graphic novel scripts to move clean digital files into production.

7. Proactively reach out to agents and authors for possible new projects.
8. Work with the Marketing Department on titles and covers to ensure books are best positioned in the marketplace.
9. Stay informed about industry trends, monitoring social networking venues that discuss children's books and graphic novels, including the role of graphic novels in the educational sphere.
10. When appropriate, contribute content to the company's blog.
11. Offer critical feedback on book proposals and projects on which Editorial Director has not served as primary editor.
12. Draft cover copy and sell-sheet copy.
13. Perform other related business duties assigned by immediate supervisor and/or other management as required, including market and curricular research.

EXPERIENCE AND NECESSARY SKILLS

- Four-year degree in English, History, Languages, Linguistics, or similar.
- Minimum of five years of book-editing experience in children's publishing, with demonstrated proficiency in graphic novels, or minimum of five years of experience in graphic-novel publishing, with demonstrated proficiency in children's-book editing.
- Strong verbal skills and visual literacy.
- Clear, effective, and timely verbal and written communication with authors, artists, consultants, editorial colleagues; responsive to the needs of colleagues at all levels in a timely way.
- Extremely strong organizational skills; deadline oriented and able to prioritize projects; self-monitoring.
- Strong social media skills and awareness.
- Knowledge of and experience with Microsoft Suite required, especially Word track changes and Adobe Acrobat.

PREFERRED LOCATION:

- This position is based out of our Minneapolis office, with a possibility for a hybrid model.

CONTACT

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