



JOB DESCRIPTION

Date: *July 2025*
Job Title: *Project Manager, Editorial*
FLSA: *Exempt*
Reports to: *Publisher*
Department: *The McKenzie Group*

Job Summary

Project manages books and products in the McKenzie Group and performs other duties as assigned. Serves as a bridge between the McKenzie Group and the author on assigned projects, helping to build strong relationships and to produce high-quality products. Manages the editorial process from manuscript submission through the camera check.

Essential Job Functions

- Creates schedules and tracks multiple stages of multiple book projects to manage workflow and make sure deadlines are met.
- Manages the hiring and workflow of freelance editors and designers.
- Works with the team to maintain effective communication with authors while working on their books. Negotiates with authors throughout the editorial process regarding necessary revisions to manuscripts and galleys.
- Copyedits, helps authors obtain permissions, and researches to check facts.
- Applies basic MS Word formats to manuscripts and inserts design codes.
- Works with the Art Director and freelance designers to create and approve interior designs.
- Proofreads and processes corrections from authors, freelance editors, designers, and proofreaders.
- Performs camera checks.
- Works with the team to develop winning titles and subtitles.
- Reviews and copyedits text from the Content Specialist and marketing team, as assigned.
- Updates Harvest House databases, records cost estimates and updates on GCAs, and sends estimates, POs, and invoices to team's assistant.
- Performs other duties as assigned.

Required Knowledge, Skills, and Abilities

Knowledge of the editorial process, including editing manuscripts and managing freelance editors and designers. Considerable command of grammar, spelling, and writing.

Knowledge of evangelical Christianity, an understanding of conservative theology, and the ability to write, converse, read, and edit with and from a biblical worldview.

Skill in critiquing manuscripts, evaluating printed material for possibility of publication, quality of content, and clarity of organization. Ability to spot textual and contextual mistakes and inconsistencies in written material and to edit material with accuracy.

Ability to build and maintain effective relationships with authors and coworkers. Work collaboratively with authors throughout the editorial process. Make effective presentations. Cooperate and work professionally with other members of the team to reach goals. Organize, estimate, and manage time efficiently to meet deadlines. Use initiative and judgment in carrying out tasks and responsibilities.

Technological proficiency in MS Word, Excel, and Adobe Acrobat. Ability to gain proficiency in other programs.

Qualifications

- Any equivalent combination of education and experience that provides the knowledge, skills, and abilities required to perform the job. Typical qualifications include a BA degree in journalism, English, or related field and three years job-related editing experience or a satisfactory equivalent combination of education, experience, and training.
- Commitment to the mission of Harvest House and its core values
- Passionate desire to produce Christian products

Job Location

On-site with remote Friday option.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Employer is free to deviate from this job description at any time, with or without notice.

DEPARTMENT APPROVAL: _____ DATE: _____

HUMAN RESOURCES APPROVAL: _____ DATE: _____

EMPLOYEE ACKNOWLEDGMENT: _____ DATE: _____