



American Society for Biochemistry and Molecular Biology

11200 Rockville Pike, Suite 302  
Rockville, Maryland  
20852-3110  
USA

**Position Title:** Production Art Editor  
**Department:** ASBMB Publications  
**Reports to:** Manager, Publishing Issues  
**Status:** Full-Time, Non-Exempt  
**Date:** August 28<sup>th</sup>, 2017

**Primary Function:**

The American Society for Biochemistry and Molecular Biology is seeking a Production Art Editor to oversee screening images submitted to a fast-paced scientific journal. The Production Art Editor will screen art for adherence to journal policies, work with authors to obtain high-quality figures suitable for publication, document/track issues with manuscripts, and other administrative duties. The Production Art Editor will also examine images to detect alteration or manipulation.

**Major Duties and Responsibilities:**

- Executes technical editing of figures for all the Society's publications in accordance with established workflow and style guidelines.
- Ensures that all figures are published with the highest quality and ethical standards while maintaining quotas and evaluates file quality according to established technical/style guidelines.
- Counsels and guides Authors, Peer Review and Publications staff in the technical requirements for figure creation, submission and publication.
- Maintains or increases the quality and usability of submitted digital figure files.
- Expedites Author and Editorial corrections, including delivery of new files and updating on-line database for all publications.
- Examines and evaluates accepted artwork for possible figure manipulation prior to export into production, using specialized digital software as necessary.
- Archives all edited artwork, and ensures that all equipment and tools are performing at highest level and archived data is available for publications support.
- Collaborates and participates in workflow and procedural meetings with the Manager, Publishing Issues.

*Positions may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.*

**Skills and Qualifications**

- Bachelor's degree required, Studio/Graphic Arts preferred.
- Must have at least 3 years of combined relevant work and/or internship experience.
- Experience with art for print production required.
- Must have excellent knowledge of Adobe Photoshop, Adobe Illustrator, and Microsoft Office.
- Must be able to multi-task and to work in a team environment.
- Must have strong interpersonal and communication skills.
- Must be a problem-solver to investigate and trouble-shoot any image irregularity
- Must be able to work on short deadlines and be extremely detail-oriented.
- Experience working with scientific imaging systems or scientific images a plus.