

Location: XanEdu Corporate Office, Ann Arbor, MI

Title & Salary: Permissions Editor

Base Salary plus Health, Dental, 401K matching and other benefits are offered.

We will support your career growth with ongoing training and provide advanced tools. At XanEdu, you have the opportunity for career growth and excellent earning potential.

About XanEdu: XanEdu delivers unique custom publishing solutions to the primary, secondary and higher education community. XanEdu is experiencing exceptional growth in the K-12 and higher-ed markets due to its unique ability to provide customized curriculum resources at the district-level in K-12 and at the individual professor-level in higher-ed. Educators adopt XanEdu's highly customized curriculum solutions because they support high quality, rigorous requirements, and greatly surpass the capabilities of the traditional textbook model.

As a result XanEdu is seeking a highly motivated Permissions Editor to play a critical role in supporting XanEdu's fast-growing custom-book division.

Description: As a member of the XanEdu Publishing team, the Permissions & Production Editor primary responsibility will be to request and obtain reprint permissions/licenses for text and images as well as to research and acquire art/photos for projects. The Permissions & Production Editor will build relationships with rightsholders and negotiate optimal pricing to meet project price/budget requirements. The Permissions & Production Editor will work individually and with the CustomBook Solutions team to ensure timely and accurate rights clearance, create copyright lines, track licenses and process licenses and invoices to completion. Additionally, the Permissions & Production Editor will also support CustomBook production such as proofreading, copyediting, and page layout.

SUMMARY OF DUTIES

- Research text pieces to locate correct copyright holders; and contact via phone, email, and/or letter to secure rights
- Research for specific art and/or photo requests to locate correct copyright holders; and contact via phone, email, and/or letter to secure rights
- Research replacement images as needed
- Negotiate with rightsholders to secure reprint rights via contract/invoice for

text and image selections

- Write credit lines, copyright acknowledgments, and copyright pages
- Update, maintain, and ensure accuracy of permissions database
- Communicate status of projects to stakeholders and business partners in a timely manner
- Proofread front matter and main body copy for accuracy, copyedit, and fact check as needed
- Assist with production and proofreading as needed; experience in InDesign and familiarity with the Chicago Manual of Style highly desirable.
- Balance schedules and workload to meet deadlines for assigned projects
- Other administrative duties as assigned

Requirements:

- Bachelor's degree required.
- Previous experience managing permissions and rights clearance.
- Experience with copyright laws, fair use and public domain materials.
- Experience evaluating content for 3rd party permissions as well as experience clearing 3rd party permissions through rights holders including publishers, individuals, estates, agents or aggregators to ensure publications are in compliance with copyright law.
- Strong working knowledge of publication production processes, including copyediting, proofreading, typesetting and page layout
- General knowledge of (educational book design and formatting, including theory and good practice
- Strong organizational skills, attention to detail, and sense of initiative
- Strong personal skills to successfully communicate, negotiate and build relationships internal and external customers.
- Advanced computer skills with proficiencies in the Microsoft Suite, InDesign, Adobe and Filemaker.
- Excellent written and verbal skills with solid time management skills.
- Ability to work in a dynamic, entrepreneurial organization, in both a team and independent environment.

Company:

XanEdu Publishing, Inc.

Benefits:

Medical, Dental, Vision, Life, 401K

Employment Type:

Full Time. XanEdu, Inc. is an Equal Opportunity Employer. Ready to join this growing team? If you are interested in joining our diverse group of talented professionals who are changing the course of education, please email a cover letter and your resume to employment@xanedu.com