

Associate Editor, Copy/Proof, The Old Farmer's Almanac

The Old Farmer's Almanac, America's most trusted and widely read annual, is seeking a meticulous copy editor to ensure the technical and stylistic excellence of our editorial content across the OFA suite of multimedia products. Collaborating closely with the Editorial Team, you will manage copy schedules, uphold the accuracy of all editorial content, and maintain and update editorial style guidelines. This role requires strong organizational skills, attention to detail, and the ability to thrive in a fast-paced environment while managing multiple projects and meeting tight deadlines.

Key Responsibilities:

- Ensure technically and stylistically excellent, clear, and error-free copy across all OFA multimedia products, including print and digital books, magazines, calendars, promotional material, ads, and advertising collateral.
- Collaborate with the editorial team to manage copy schedules and ensure the accuracy of all editorial content, including manuscripts, galleys, and layouts.
- Maintain and update editorial style guidelines and resources to reflect industry standards and company preferences.
- Train new staff on OFA editorial style and provide ongoing support and guidance as needed.
- Manage multiple projects simultaneously and meet tight deadlines without compromising quality.

Requirements:

- Bachelor's degree in English, Journalism, Communications, or related field.
- 10 years' experience in copyediting, preferably in a publishing or editorial environment.
- Exceptional attention to detail and a strong command of grammar, punctuation, and spelling.
- Familiarity with style guides such as AP, Chicago Manual of Style, or house style guides.
- Proficiency in Microsoft Office Suite and Adobe Creative Suite, including InDesign.
- Ability to work collaboratively in a team environment and communicate effectively.
- Strong organizational skills and the ability to prioritize and manage multiple projects simultaneously.
- Knowledge of and/or experience with one or more core Almanac subject areas, such as Gardening, Astronomy, Food, Folklore, and Weather, preferred but not required.
- Flexibility to adapt to changing priorities and project requirements.

Yankee Publishing, Inc. is 100% employee-owned and offers a generous benefits package, including health, dental, flexible spending accounts, paid holidays and vacation, 401K plan with employer match, and an Employee Stock Ownership Plan (ESOP).

Yankee Publishing provides a collaborative working environment along with a welcoming, inclusive corporate culture, where individuals are recognized for their contributions. We believe in diverse representation and strongly encourage people of color, the LGBTQ+ community, veterans, those with disabilities, and individuals from other underrepresented groups to apply.

The Associate Editor position is not a remote position. This position will require working in our Dublin, NH office 3 days per week. If you live outside of a reasonable commutable distance to our office and are willing to relocate, please mention this in your cover letter.

How to Apply: If you possess a keen eye for detail and a passion for maintaining editorial excellence, we want to hear from you! Please submit your resume, cover letter, and any relevant portfolio materials to www.YPI.com.