



**Job Title: Rising Tide Intern – Production Editor**

**Desired placement start date: June 2024**

**Desired placement end date: August 2024**

**Hour per week: 35 hours per week as per standard Elsevier UK contract**

***The Lancet* Production team looks after all aspects of page layout and print production of *The Lancet* titles. The team consists of Production Editors, Production Assistants, Illustrators, Quality Controllers, a Production Controller, and managers. This is a friendly, supportive, and encouraging team.**

### **Summary**

Are you looking for your first role in Publishing since finishing your degree or have some Publishing experience that you want to develop within one of the largest medical journals in the country? Then this role could be your first or next step in your career!

The Production Editor is responsible for all aspects of page layout for *The Lancet* specialty journals. This includes layout of text and graphics, editorial styling, and text and figure corrections, as well as sending files to our printers. This is a highly responsible position, working on the world's leading global health journal, and the successful candidate must be able to demonstrate the ability to work to strict deadlines, while maintaining the highest possible standards of accuracy and quality.

You will begin the role with a mentor from the Lancet Production team and shadow them and the Production Editors in their day-to-day tasks. You will work in a diverse and multicultural environment.

You will learn all aspects of the Production Editor job and help the team with regular layouts, corrections, and styling, and you will shadow a journal press cycle from beginning to end. You will also get the opportunity to shadow other roles in *The Lancet* Production and the wider *Lancet* group.

Ultimately, you will gain excellent Production Editor experience in a fast-paced publishing organisation.

## **Main Activities and Responsibilities**

- Produce page layout for *The Lancet* journals
- Input editorial corrections into existing layouts
- Occasional text and table styling
- Liaise with illustrators re page proofs and make illustration amends
- Keep external suppliers and internal departments informed of relevant information and decisions at all times
- Liaise with Editorial, Production Controller, and Recruitment and Classified Advertising Sales to prepare specialty journal pages for press
- Ensure that *The Lancet* specialty journal files are sent to the correct place, in the required formats at the time scheduled
- Attend regular meetings with assistant editors to ensure workflow is as effective as possible for all departments
- Provide help to other members of staff where necessary

## **Key Competencies**

### *Interpersonal Skills:*

- Ability to work to tight deadlines and remain calm under pressure
- Ability to work in a team and on own initiative
- Meticulous attention to detail and a good eye for layout and design
- Ability to communicate effectively with internal departments and external suppliers

### *General Knowledge and Technical Skills:*

- Previous knowledge of InDesign an advantage, but not essential. Training will be provided