



**PARTICULARS OF APPOINTMENT**

**CULTURAL INSTITUTIONS**

**MANCHESTER UNIVERSITY PRESS**

**SENIOR COMMISSIONING EDITOR (TRADE)**

**Vacancy ref: CIX-018477**

<b>Salary:</b>	Grade 6 - £33,309 to £40,927 per annum
<b>Hours:</b>	Full-time - 35 hours per week
<b>Start/duration:</b>	Permanent
<b>Based at:</b>	Editorial Department, Manchester University Press
<b>Reports to:</b>	Editorial Director
<b>Informal enquiries:</b>	<a href="mailto:emma.brennan@manchester.ac.uk">emma.brennan@manchester.ac.uk</a>

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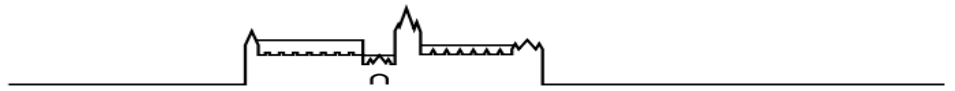
**Job Description**

**Overall purpose of the role**

To commission high-quality and highly marketable intelligent non-fiction books for a broad audience in key subject areas, while managing closely the scheduling, finances and administration of the list. To extend the internal and external networks and reputation of Manchester University Press.

**Key Responsibilities, Accountabilities and Duties:**

1. Plan and implement trade list development and commissioning strategies for each financial year
2. Commission and develop high-quality publication projects that will appeal to key trade accounts, meeting commissioning targets
3. Manage and advise authors with projects underway, providing editorial advice appropriate to product type, and collaborating with colleagues on matters of scheduling
4. Undertake thorough market and competition research to underpin evidence-based commissioning strategy and projects
5. Provide timely and constructive responses to proposal enquiries
6. Operate a rigorous, prompt and meticulously recorded process of readers' reports
7. Collaborate effectively with the cross-departmental trade team, securing buy-in for projects in development from an early stage



8. Attract and retain promising academic authors and well-networked trade authors, developing solid connections
9. Build and maintain relationships with appropriate literary agents and overseas publishers, regularly seeking out potential rights deals
10. Ensure cutting-edge coverage for the list and strive for real-world relevance in all publications
11. Present projects clearly and persuasively for approval by the internal team and Editorial Committee
12. Negotiate contractual terms in line with project budgets and schedules, seeking senior management approval
13. Meet financial targets and manage the ongoing finances of the list, including margin analysis, reprints and budgetary decisions
14. Work closely with the marketing and publicity team to help maximise visibility for the list
15. Travel to conferences and events to represent MUP and to further enhance external author and reviewer networks
16. Mentor, supervise or line-manage a small number of junior colleagues, if required
17. Assist in timely provision and maintenance of excellent metadata for all titles in the list
18. Actively work towards gender, ethnic, geographic and cultural diversity in authorship and peer reviewer choice
19. Develop and maintain links to relevant departments and contacts at the University of Manchester
20. Undertake any other duties that could reasonably be required at the Editorial Director's request

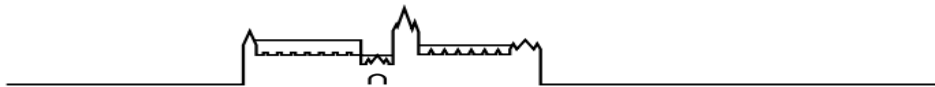
## **Person Specification**

### **Essential Knowledge, Skills and Experience**

1. A degree or equivalent real-world experience
2. Proven track record of commissioning trade books
3. An established author and agent network
4. Ability to hit the ground running and realise a strong vision for the list
5. Demonstrable knowledge of the trade publishing landscape
6. Awareness of trends, competition and sales channels in the wider non-fiction market
7. Highly developed teamwork and negotiation skills
8. Skills in creative thinking and problem solving, and the ability to use own judgement
9. Administrative skills to track own workload and keep all scheduling data in pristine condition
10. Excel and numerical skills sufficient to manage and produce budgetary information and data analysis
11. Excellent presentation skills

### **Desirable Knowledge, Skills, Experience and qualifications**

1. Networks and experience in specific areas of Politics, Current Affairs, IR, and/or Humanities



2. Experience of trade publishing from within an academic publishing context

## **Working for the University of Manchester**

The University of Manchester strives to make our community a welcoming, caring and enthusiastic one, fuelling ambition with opportunities and support to help us all achieve our personal and professional goals.

Our diverse job opportunities include an attractive [benefits package](#) with family-friendly policies that provide for flexible working. We care deeply about career and personal development, offering a structured induction programme for new staff, an annual performance and development review, staff training for all career stages and mentoring opportunities to support your career development.

We have a genuine commitment to [equality of opportunity](#) for our staff and students, and are proud to employ a workforce that reflects the diverse community we serve.

As a global institution, situated at the heart of a lively, [culturally diverse city](#), we welcome applicants of all nationalities. To help international job applicants plan for life in the UK, we have put together some useful [information on passports and visas](#), travel to the UK, accommodation and a number of other practical considerations.

## **Manchester University Press**

Manchester University Press (MUP) is situated in the heart of one of the most vibrant universities and cities in the UK. Founded in 1903, publishing our first books in 1904, our distinctive brand is known globally for excellent research in the Humanities and Social Sciences from leading names and up-and-coming scholars from around the world. We currently publish over 200 books each year, as well as five journals.

Our aim is always to deliver best practices across our publishing activities. We embrace opportunities to innovate and explore new ways of supporting scholarly communications, and endeavour to be engaged and responsive to the changing needs of the academic community and our broader readership. We work closely with our parent institution, the University of Manchester, the largest research university in the UK. We also offer our expert services to others, such as the newly established Lund University Press where MUP provides high-quality production, marketing and distribution services.

Discoverability, accessibility and researchability are all features of publishing that we care about, as well as the traditional values of excellent author care, good design and high production values. We're proud to be able to say that MUP authors and readers come back to us time and again.

MUP has been growing a trade presence for the past several years, with notable successes in international relations and social topics. Our intellectually rigorous and thought-provoking books engage with contemporary social, cultural, environmental and political issues, telling human stories and bringing new narratives to light. As a university press, we are uniquely positioned to build a list with a reputation for robust thought and writing, finding our authors in academia, the media and beyond. Our books have gained recognition as Guardian books of the week and year, Financial Times books of the year and won many prizes.