



Classical Academic Press®
Classical Subjects Creatively Taught™

Job Description: Front List Managing Editor

Classical Academic Press (CAP) is in search of a full-time Front List Managing Editor with 5+ years of prior editing experience and at least 2 years of managing experience. This position is a full-time, salaried position that requires a minimum of 40 hours of work per week (Monday–Friday). A blend of remote (off-site) and in-house work at the CAP offices is permitted for this position.

CAP is a faith-based owned and operated company. It is a fast-growing publisher of curricula and media for classical schools, Christian schools, classical home schools, and classical charter schools. The company is located in Camp Hill, PA, has 25 full-time employees and works with scores of contracted, freelance professionals such as authors, illustrators, and editors. For 20 years, CAP has brought award-winning, creative products to the marketplace and has continued to show strong growth year after year. CAP now seeks a full-time Front List Managing Editor to help continue this trend.

This position will be a mixture of management and hands-on editing, and therefore we are looking for an experienced, detail-oriented editor who is an excellent communicator with skills in content editing, copy editing, management, scheduling, and author relations. The candidate will manage CAP's front-list product lines, which have aggressive schedules and lots of moving parts, requiring the ability to simultaneously oversee multiple schedules and a wide range of people doing numerous and varied tasks while also performing his or her own numerous and varied tasks.

A bachelor's degree and 5+ years of editing experience and at least 2 years of managing experience working in a similar organization or field is preferred. The ideal candidate will also be proficient in the use of Microsoft Word and Google WorkSpace. Knowledge of the Adobe Creative Suite is a plus. The candidate must demonstrate an ability to quickly learn various company-wide computer platforms for team management, collaboration, and communication.

All CAP team members must share a love of the mission of Classical Academic Press and classical education; have a collaborative spirit, strong interpersonal and group communication skills, reporting skills, administrative writing skills, managing processes, organization, analyzing information, professionalism, and problem-solving capacity.

Classical Academic Press provides a fixed salary, but also increases compensation in keeping with positive company growth and results. CAP also provides excellent health coverage and retirement benefits. If you are interested in joining this great team, in a great place to live and work, please apply. Qualified candidates will be provided with more detailed information about benefits and the position itself.