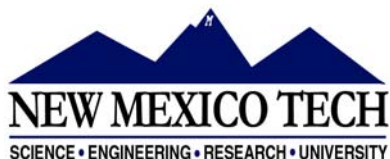


**Posted:** July 25, 2018



## POSITION ANNOUNCEMENT

**TITLE:** PRODUCTION EDITOR

**DEPT:** NM BUREAU OF GEOLOGY

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE:** \$32,000–\$40,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**INTERNAL POSTING THROUGH:** August 2, 2018\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB DUTIES:

This position involves layout and production of various printed and electronic publications, both for technical and general audience. This editor needs to have a complete knowledge of the steps and processes involved in publications and design. This is an intermediate position, training will be provided where expertise gaps exists. Collaboration with the publications team is essential, as well as with the bureau's science staff and scientists from outside the bureau. This position requires excellent copyediting and proofreading skills, managing several different projects at one time, in some cases production from conception, including editing of maps and figures, and to final product. Computer software knowledge must include Adobe Creative Cloud, and the use of internet technology. This position demands staying current with new publications methodologies.

### REQUIRED QUALIFICATIONS:

Bachelor's degree preferred in the sciences, technical communication, English, or related fields. 3–5 years of work experience as a Production Editor desired. Computer skills, layout concepts and design required. Adobe CC including InDesign, Illustrator, Acrobat Pro, Photoshop required. Strong knowledge of basic grammar, composition, and spelling required. Proofreading and technical/general audience copyediting skills required. Working with web pages desired. NM state driver's license required.