



American Society for Biochemistry and Molecular Biology

Job Title: Production Art Editor  
Department: Publications  
Reports to: Manager, Publishing  
Status: Full-time (37.5 hours/week), Non-Exempt  
Date: May 18, 2021

The American Society for Biochemistry and Molecular Biology (ASBMB) is an international nonprofit, scientific and educational organization. With over 11,000 members, made up of students, researchers, educators and industry professionals, the ASBMB is one of the largest molecular life science societies in the world.

ASBMB is seeking a Production Art Editor to oversee screening images submitted to a fast-paced scientific journal. The Production Art Editor will screen art for adherence to journal policies, work with authors to obtain high-quality figures suitable for publication, document/track issues with manuscripts, and other administrative duties. The Production Art Editor will also examine images to detect alteration or manipulation.

**Major Duties and Responsibilities:**

- Executes technical editing of figures for all the Society's publications in accordance with established workflow and style guidelines.
- Ensures that all figures are published with the highest quality and ethical standards while maintaining quotas and evaluates file quality according to established technical/style guidelines.
- Counsels and guides Authors, Peer Review and Publications staff in the technical requirements for figure creation, submission and publication.
- Maintains or increases the quality and usability of submitted digital figure files.
- Expedites Author and Editorial corrections, including delivery of new files and updating on-line database for all publications.
- Examines and evaluates accepted artwork for possible figure manipulation prior to export into production, using specialized digital software, as necessary.
- Archives all edited artwork, and, and ensures that all equipment and tools are performing at highest level and archived data is available for publications support.
- Collaborates and participates in workflow and procedural meetings with the Manager, Publishing Issues.

*Positions may be reassigned, and responsibilities may be modified or changed at any time to fulfill organizational requirements.*

**Skills and Qualifications:**

- Bachelor's degree required; Studio/Graphic Arts preferred.
- Must have at least 3 years of combined relevant work and/or internship experience.
- Experience with art for print production required.

- Must have excellent knowledge of Adobe Photoshop, Adobe Illustrator, and Microsoft Office.
- Must be able to multi-task and work in a team environment.
- Must have strong interpersonal and communication skills.
- Must be a problem-solver to investigate and trouble-shoot any image irregularity
- Must be able to work on short deadlines and be extremely detail-oriented.
- Experience working with scientific imaging systems or scientific images a plus

This position offers a competitive salary with exceptional benefits that include a 403(b)-retirement plan; generous paid time off; medical, dental and vision insurance plans; flexible spending; life and short- and long-term disability insurance; and more. Close to metro and bus service. Free parking.

To apply, please go to [www.faseb.org/employment](http://www.faseb.org/employment). Attach a cover letter and a resume with salary requirements.

To learn more about ASBMB, please visit [www.asbmb.org](http://www.asbmb.org)

ASBMB is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.