## Editor

**Reports to:** Editorial Director

The Editor's main tasks include editing translations, advising on policies and processes, and providing additional team support. The Editor works closely with translators and other editors, and monitors the progress of translations through to publication.

### Core tasks:

- Edit translations: (70%)
  - evaluate translation drafts and provide feedback to translators on textual, methodological, stylistic, and terminological issues
  - edit translations to improve fluency and clarity of English expression
  - produce content such as glossary entries or introductions
  - keep track of and trigger payments for contracts
  - collaborate with translators and other editors to provide high-level editing and proofreading to translations until the final publication stage
  - manage all communications and relationship with assigned translators, give editorial advice, resolve editorial issues, and notify Editorial Director of updates and issues
  - periodically review KVP publications for errors and update translations
- Team support and development: (30%)
  - provide advice and guidance on editorial team processes
  - attend team meetings and training sessions
  - contribute to style guide and development of editorial templates
  - submit timesheets
  - support Editorial Director in ensuring the highest standard of publication output
  - provide additional support for  KVP tasks such as translation review, in-person event participation and support, website content review, related materials feedback, and blog posts

### Core competencies:

- proficiency in classical literary Tibetan and knowledge of Sanskrit IAST spelling
- in-depth experience in Tibetan translation and publication processes
- in-depth experience in editing Tibetan translations for publication
- excellent standard of English grammar and expression
- experience with rendering poetic forms
- ability to appraise levels of complexity in Tibetan texts and translations
- ability to mentor others and provide constructive feedback and guidance
- ability to edit draft translations and provide corrections and comments
- expert understanding of Dharma topics covered in the KVP collection
- excellent communication skills, tact, diplomacy, and discretion
- time-management skills
- familiarity with and strong commitment to Buddhist teachings
- openness, humor, integrity, tolerance and patience

**Key Accountabilities:**
- ensure excellent standard of publications through rigorous reviewing, editing, and proofreading
- regularly communicate and guide translators through the editorial process
- monitor progress of assistant and associate editors, and mentor where necessary
- contribute to strengthening quality assurance processes
- collaborate with editorial team on texts and editorial standards
- actively collaborate between teams and participate in meetings and committees
- contribute to harmony and efficiency of project by actively raising concerns, seeking solutions, and contributing to workflow process improvement initiatives