



## **Art Editor**

### **Roles and Responsibilities:**

- Manage and design parts of or a whole illustrated non-fiction title as required, ensuring that all your work is produced according to schedule.
- Follow and adhere to schedule and workflow for all your work.
- Follow and adhere to brief for your work with creativity.
- Ensure that image selection and spread designs are both visually strong and editorially appropriate.
- Ensure that design spreads are in accordance with DK style guide.
- Ensure that excellent information design and creativity is maintained at every stage of the project.
- Liaise with DTP colleagues on technical aspects of design.
- Maintain excellent communication channels with entire book team for duration of project.
- Manage own workload and organize work to meet deadlines.

### **What we are looking for:**

- Computer literacy in design-related software – InDesign, Photoshop, Illustrator.
- Well versed with the features & usage of Mac OS.
- Excellent communication and interpersonal skills.
- Excellent creative and visual sense.
- Excellent technical abilities.
- Minimum 3 years of Diploma or Graduate/Post-graduate degree in Design (preferably BFA/ MFA/ B.Design-Applied arts or Graphic Design/ Visual communication/ Communication Design) from reputed university/college/institute.
- 2 to 3 years of experience in the same field (preferably in publishing).

### **Who we are:**

DK is an international publishing company specializing in the creation of high-quality, illustrated books and online resources. DK was established in 1974 in London. The company is one of the few global publishers of illustrated non-fiction, with titles published in over 40 languages. DK is part of the Penguin Random House Group and has offices in New York, London, Munich, Toronto, Melbourne, and New Delhi.

The DK India office was set up in 1998 in New Delhi, and works closely with its UK and rest of the world counterparts to help produce DK's award-winning and bestselling reference books for adults and children in more than 40 languages. From a tiny team of about 10 people, DK India has grown at an impressive pace. There are now more than 300 high-calibre professionals – editors, art editors, DTP personnel, new media editors, cartographers, and programmers – on the company rolls. Of the original ten people, six are still with DK – a testimony to the company's integrity as an employer.

Please send your application (cover letter, CV, portfolio and other relevant documents) to [jobs@dk.com](mailto:jobs@dk.com).