



Jessica Albertson  
Executive Editor,  
Bantam Books

## Demographics

Age: 36

Job Title: Executive Editor

Annual Salary: \$53,580

Location: New York City, NY

## Biography

Jessica, called Jess by her friends, was born and raised in Roanoke, Virginia. After high school Jessica attended Roanoke University, where she majored in English. Once she obtained her Bachelors in English, Jessica had to choose between two job offers; an Editorial Assistant position in New York, or a Technical Editor position in Washington, D.C. Choosing to go a little further from home, Jessica accepted the Editorial Assistant position with Bantam Books, where she worked her way up to Executive Editor.

## Job Requirements

- Bachelors degree, at minimum
- 2-4 years experience with job in related occupation
- Ability and willingness to work long or odd hours
- Perform well under difficult or stressful circumstances
- Familiarity and efficiency with technology
- Communication—with authors, agents, illustrators, press, etc.
- Knowledge of the rules of grammar, sentence structure, and punctuation

## Skills

It is important in as an editor to be able to work with a tight deadline for each project, and to be able to take on more than one or two projects at a given time. As an Executive Editor, Jessica has the final say in each project, and must have solid decision-making skills. She is proficient in her knowledge of grammar and sentence structure, and how to make each project accessible to its intended audience. Jessica works with other employees in the office in order to meet each deadline, and therefore must be comfortable working with a team, and communicating with them on what needs to be done.

## Typical Job Tasks

- Attend weekly meetings regarding projects currently in progress, or upcoming projects
- Meet with authors to discuss their work
- Communicate, either via email, telephone, or in person, with other members working on the project
- Work late, especially in the days and week leading up to a deadline
- Meet with the marketing or publicity department to discuss upcoming events for a project

## Quotes

"Yes, I've had eight cups of coffee today. No, I'm not ashamed."

"We have a deadline to meet by Friday, we need to get this finished ASAP!"

## Home Life

Jessica has been married for six years, and is the wife of a chef. Between their long hours at work, they do not have any children yet, but have a cat, Watson, and dog, Toby, whom they adore and spoil.

Jessica was brought back to consciousness with the abrupt sound of her alarm going off. Blinking the sleep away, Jessica took note of the clock reading 6:00am, and she grumbled her disapproval as she switched the alarm off. She had been at the office late the night before, well past 9:00pm.

Jessica worked at Bantam Books in New York, a sector of Random House, the largest general-interest trade book publishers in the world<sup>1</sup>. With her biggest project at the time going to print soon, Jessica was spending long hours at the office finalizing chapters, combing over every detail to ensure there were not plot holes, grammar errors, or typos.

Once inside and in her office, Jessica took a moment to enjoy her coffee before checking her email. She didn't usually have the luxury of complete silence in the office; there was always some knocking on her door looking for an answer, always someone calling for her, whether it is an agent calling about the author they represent, or the media, or another person in the building who didn't feel inclined to walk over and talk to her in person.

After what felt like a mere five minutes, her phone rang.

She reached for the phone, "Jessica Albertson speaking."

"Jess! Okay we have some problems." It was Jackson, one of her copy editors. "I'm going through chapter twelve again, and other than the couple typos we missed the first few times around, there's definitely a character in here that died in chapter four. I have no idea how we missed that."

Jessica sighed, feeling the frustration start to set in. "Okay, okay, it'll be fine. Come up here to my office, we can take a look at it. I'll give Mary a call real quick, she'll have to add something to that passage, or change something around. What's the character?"

"Victor. He definitely got beheaded in chapter four, and he just showed up in chapter twelve trying to start a fight."

"Alright. Well, I'll see you in a minute."

Once off the phone, Jessica sat down at her desk. She had a nine o'clock meeting with one of the marketing girls that she would have to move back, and figured that just a half hour would do the trick. Scanning through her calendar, Jessica saw that her day was actually quite full. Her days were typically full of meetings or conferences<sup>2</sup>, and today was no different. After the nine o'clock—now nine thirty—meeting, she had a phone conference at eleven, followed by a lunch with a new author whose manuscript she saw a lot of potential in. Everything after lunch involved this current project—the first novel of its series, about kings, queens, and war during the middle ages. After getting a firm grip on how her day was going to be, Jessica picked up her phone to call Mary Briton, the author of the manuscript.

"Hello, Mary, it's Jess. Sorry to call you so early. I've got a question for you about chapter twelve. Your character, Victor, got killed in chapter four, but he shows up here again in chapter twelve. Would you be able to take a look at that for me? I'm not trying to rush you, but we go to print Friday morning, so I have to make sure everything is all set. Okay, I'm going to put you on speaker once Jackson gets in here and we can take a look at it together, but first let me put you on hold for a second."

Jessica put the phone down and looked up from her computer as Jackson walked in her door.

"Okay," Jess said. "Let me see what we're looking at."

<sup>1</sup> Random house, <http://www.randomhouse.biz/about/factsandfigures/>

<sup>2</sup> "A Day in the Life of an Editor", <http://bluerosegirls.blogspot.com/2009/08/day-in-life-of-editor.html>

# The History Of Bantam Books

1945—Founded by Walter Pitkin, Sidney Kramer, Ian & Betty Ballantine

1945—Bantam Spectra, the science fiction division of Bantam, formed

1952— Ian & Betty Ballantine left Bantam to form Ballantine Books



1996—Bantam Spectra published George R.R. Martin's novel *A Game of Thrones*

## Family Tree of Bantam Books

1998— Bought by Random House, owned by Bertelsmann, a German company

1998— Merged by Random House to become Bantam Doubleday Dell



## BERTELSMANN

Bertelsmann



Random House

Random House Publishing



\*Bantam Books



Spectra (Sci-Fi)



Ballantine Books



Del Rey (Sci-Fi)

Many more...

\* Formerly owned by National General and Carl Lindner's American Financial

16

The number of publishing divisions within Random House Publishing Group

Game of Thrones

2014

The nation's largest mass market paperback publisher