**JOB OPENINGS at NATIONAL BRAILLE PRESS**

National Braille Press has been providing braille materials of superior quality to blind readers worldwide since 1927. We are expanding and looking for more Braille Proofreaders and Transcribers, with in-person and remote possibilities, including as an employees and contractors. Please read the two brief job descriptions below.

**1. Braille Proofreaders:** An exceptional proofreader must be detail-oriented, organized, and communicate effectively, comprehend and apply braille rules and standards, and be motivated to make decisions independently in a fast-paced environment committed to accuracy.

A proofreader verifies that transcribed braille material is complete and accurate, ensuring that the braille fits NBP standards for the highest quality, and follows BANA guidelines for transcription and formatting. Ultimately, it is the responsibility of a proofreader to ensure that NBP provides the highest quality braille possible while adhering to a predetermined schedule.

**REQUIREMENTS:**

* Excellent command of the English language, spelling, and grammar.
* NLS Certification in Literary Proofreading, and prior proofreading experience in an educational or publishing setting is preferred. NLS Certification in Nemeth is a plus.
* Strong working knowledge of PC-based computers and Microsoft Office.
* Functional knowledge of refreshable braille devices and digital recorders.

**2. Braille Transcribers:** Transcribers are converting print texts, including books, magazines, educational materials, and other print material into braille, large print, and other accessible formats.

This requires a person that is detail-oriented, organized, logical, and possesses excellent concentration, with an understanding of the subtleties of BANA guideline applications. One who can make decisions expeditiously to complete an assignment. This role is critical component in a demanding and fast-paced production environment.

**REQUIREMENTS:**

* Excellent command of the English language, spelling, and grammar.
* NLS Certification in Literary Transcription, and prior transcription experience in an educational or publishing setting is preferred.
* Strong working knowledge of PC-based computers and Microsoft Office is required.

**To apply:** Send your resume and a cover letter to Amy Brady: abrady@nbp.org telephone:

617-425-2422