**Job description**

**TITLE:** Proofreader (braille)
**TYPE:** Full-time, Hourly
**REPORTS TO:** Vice President of Production

National Braille Press has been providing braille materials of superior quality to blind readers worldwide for more than eighty years. 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.

The role of a proofreader is to verify that transcribed braille material is complete and accurate. Working within the Production Department, a proofreader ensures that braille observes NBP standards for the highest quality and follows BANA guidelines for transcription and formatting. A proofreader confirms that the braille is a direct representation of the print text, and the hard copy braille is clear, well-formed, and properly bound. A proofreader is detail-oriented, organized, logical, and possesses excellent concentration. He/she understands the subtleties of guideline application, considers the end reader as well as the needs of the client, and makes decisions expeditiously to complete an assignment. 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.
* A bachelor’s degree and/or work equivalence.
* NLS Certification in Literary Proofreading and prior proofreading experience in an educational or publishing setting is preferred. NLS Certification in Nemeth highly desirable.
* Strong organizational skills and ability to handle concurrent, multiple job tasks.

\*Well-developed communication and interpersonal skills, demonstrating the ability to pose appropriate questions, gather information, and apply resolutions.

* Strong working knowledge of PC-based computers and Microsoft Office.
* Functional knowledge of refreshable braille devices and digital recorders.

Submit a cover letter and resume to: president@nbp.org