

## University of London Job Specification

**Job Title:** Production Manager

**Department:** School of Advanced Study

**Section:** University of London Press

**Job Purpose:**

The postholder has responsibility for overseeing the production of the University of London Press's academic publishing programme, from receipt of final manuscripts through to publication of final files. Working closely with others in the Press team, academics and external collaborators (including an external production supplier), the postholder will ensure high-quality outputs are delivered to agreed schedules and budgets, work with Press colleagues to agree publishing schedules for books and managing the schedules to ensure books are published on time, overseeing the quality of external suppliers' work and distributing final files to relevant suppliers and platforms.

The postholder will also work with the Head of Publishing and editorial colleagues to develop enhanced open access editions of UoL Press's books, work closely with the Sales and Marketing Manager to oversee metadata management and systems for bibliographic data input and output (including internal website and other repositories) and play a leading role in managing the Press's digital infrastructure.

The postholder will:

1. Manage the production workflow for UoL Press's books from submission of manuscripts to publication, including readying manuscripts for production and uploading final print-ready files to print suppliers and both internal and external digital platforms and distributors.
2. Work with external suppliers to produce publication outputs to agreed schedules and budgets, including:
  - Confirming project scope and any special requirements.
  - Putting together project briefs for production supplier(s) in collaboration with Editorial.
  - Checking first-page proofs against production style guide and series design.
  - Responding to queries from suppliers/ authors during the production process as these arise.
  - Signing off on voucher proofs to produce final outputs to agreed specification.
  - Signing off on cover files produced by external designers to printer specs/ templates.

- Signing off on final files in a range of formats for print, archive and eBook distribution.

3. Keeping up to date all process documents and specifications for working with external suppliers, including service level agreements, final file specifications (including print, archive and eBook specifications and accessibility requirements), copyediting and proofreading briefs and any other workflow documents.
4. Agreeing schedule/budget for production of new books with external suppliers and overseeing the production budget each year for the Press in collaboration with the Head of Publishing.
5. Distributing final files to printers (print on demand and some short run) and vendors for digital distribution (JSTOR, Clarivate and DOAB), as well as uploading to the Press's title management system.
6. Working closely with the Publisher and Head of Publishing on a programme of enhanced eBooks to be published digitally via the Press's OA publishing platform, Manifold, including working with authors to draw up content plans which ensure final content and resources are ready for digital publication, building book-related resources on the Manifold platform and implementing and further developing the Manifold strategy.
7. Work closely with the Head of Publishing and editorial and marketing colleagues on new initiatives, including experimental/ enhanced publications and compliance with accessibility requirements for books.
8. Overseeing the scheduling of new books (in close collaboration with editorial and marketing colleagues) and working with production suppliers to meet schedules and ensure all parties, including authors and suppliers, understand their obligations.
9. Working closely with the Sales & Marketing Manager and Publications Officer to oversee programme of print on demand titles, delivering files to spec, ensuring availability, and working on a list of titles to convert to print on demand.
10. Provide Production input in Publishing Committee meetings when assessing new book projects for approval. Working with the Sales & Marketing Manager and external suppliers to research and scope new platforms to make content more discoverable, including eBook distribution.
11. Working closely with Editorial and Sales & Marketing Manager to oversee metadata management and systems for bibliographic data input and output, including internal website and other online repositories.
12. In close collaboration with the Sales and Marketing Manager, keep under review all systems infrastructure (including the Press website and instance of Manifold open access books platform) which support the Press and assist in the maintenance of publications-related pages on Press website.
13. Working closely with the Sales & Marketing manager and other key internal and external stakeholders on feature requests and maintenance of the Press's website and Press pages on the University of London sites, where relevant.
14. Contributing to website content and delivery in collaboration with the Sales and Marketing Manager.

<b>Reports to:</b>	Head of Publishing
<b>Additional demands of the role:</b>	

## Person Specification

### EXPERIENCE & PERSONAL QUALITIES

#### *Essential:*

- Significant book production experience within academic publishing, ideally including open access book publishing
- A strong understanding of all editorial and production processes and workflows
- Proven experience in effective management of suppliers, freelancers and project managers
- Excellent written and verbal communication and interpersonal skills
- Extremely well organised and proven ability to meet deadlines
- Project management skills
- Good visual sense, with meticulous attention to detail in preparing files for print, checking the accuracy of proofs and overseeing correct invoicing, with quality control experience
- Able to work well with the Press team, academics and suppliers
- Ability to be firm, yet diplomatic, and a problem solver
- Proven ability to solve problems and work under pressure
- Basic budgeting skills
- Ability to work on own initiative and manage own time effectively

#### *Preferred:*

- Strong understanding of open access book publishing
- Interest in and experience in experimental digital publishing

## TECHNICAL KNOWLEDGE & SKILLS

### *Essential:*

- Experience with Adobe products, notably InDesign
- Experience in design, page layout and typesetting
- Experience of title management systems (e.g., Consonance) and databases
- Experience with digital publishing solutions and content management systems
- Familiarity with metadata standards and management

### *Preferred:*

- Experience in working with a digital publishing platform (e.g., Manifold)
- Familiarity with accessibility requirements for academic books
- Expertise with Excel
- Experience with MS Tools, including Planner and Lists

## EDUCATION & PROFESSIONAL QUALIFICATIONS

### *Essential:*

### *Preferred:*

- Preference for a candidate with a first degree as a minimum, or equivalent qualification, or by experience/ability