

Peter Lang – International Academic Publishers is seeking a

Production Manager for Print/eProducts (full-time position)

The global production team works with all our production managers in five countries and with different suppliers around the world. Key responsibilities are as follows: managing and coordinating all production steps from new manuscripts to printed and digital copies, ensuring that the typesetting is of high quality and printed books and eProducts reach Peter Lang's high standards for academic publishing. Location for this application is Oxford/UK or Berlin/Germany.

Key Roles and Responsibilities

- Managing external and offshore suppliers regarding typesetting and cover design, from the initial briefing through the correction process all the way up to the final approved files
- Quality control in all phases of production (print and eProducts, e.g. checking proofs from typesetters and designers, print files and eFiles)
- Liaising with authors and editors throughout the proofing process to ensure that the manuscript is completed on time
- Maintaining product and production metadata records in our global database
- Ensuring titles are printed according to production schedules to meet publishing dates
- Attending meetings with the Global Production Manager and global production team to ensure consistency of approach and working together to incorporate new processes and techniques
- Taking on special assignments in production-related projects

Your Skills

- You have relevant work experience as a production manager in the media industry.
- You are experienced in publishing project management and cross-media publishing.
- You have an understanding of cover design (series and non-series titles) and the ability to update prelims and series indexes.
- You are resilient, confident in dealing with external suppliers and authors and possess high negotiating skills.
- You speak English fluently; other languages skills (German, Spanish, French) are a plus.
- You are committed and goal-oriented and like to work closely with others in a team.
- You have experience working with content management systems, XML-workflows, Adobe CC and MS Word.

Have we piqued your interest? If so, we look forward to receiving your application by post or email to the following address:

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