



Job Description

Production Manager

The company and goal

Publishing is a leading publisher of frontline research in academic archaeology with a prestigious list of over 3,500 titles built up over 45 years.

The role and opportunity

The Production Manager will be a key member of a small, friendly and agile team based in Oxford, responsible for the production of around 80–140 academic archaeological books per year. This role requires the ability to manage internal and external resources, good written communication skills and a highly hands-on typesetting proficiency for academic books, both print and digital.

The person

We are looking for a highly experienced typesetter with the ability to manage a demanding workflow whilst delivering results on schedule. You will be focused, responsive and comfortable working as part of a team and on your own. You will thrive in a small business environment that encourages flexibility, initiative and responsibility.

Required skills

- Highly experienced and competent in typesetting academic books in InDesign and occasionally in Word, Photoshop and Acrobat, both in print and in e-format
- Excellent organisational skills, with a proven ability to multitask and prioritise
- A commitment to quality, responsibility and efficiency
- Proven management skills working with authors, in-house colleagues and external parties
- Good written communication skills in English
- Calm and assured when dealing with complexity, change and deadlines
- Some experience in copy-editing, proof-reading and graphic design are desirable but not essential

Key duties

These will include, but not be limited to:

- Managing the processing of up to 12 books per month, from the handover stage to sending files to print, to tight deadlines and within given budgets
- Corresponding with authors, other external parties and internal colleagues
- Coding and preparing Word documents to be imported into InDesign
- Typesetting image-rich books (including image sizing), for both print and digital platforms
- Negotiating, briefing and managing external typesetters and other partners
- Ensuring the quality of the output of the external typesetters
- Reporting to management effectively and in a timely manner

Salary £25,000 – 30,000; depending on skills and experience

Hours Full time

Location Oxford, UK

Start June 2019

Closing Date 23th of June 2019

Interested? To apply, please email your CV, your salary expectations and a covering letter outlining how you meet the requirements described above to birgit@barpublishing.com