



Academic and Professional Development Division

Job Title: Editorial and Production Manager

Location: Claremont Head Office

Reporting to: Publishing Manager

Editorial and Production Management: Manage all aspects of print editorial and pre-production processes, and oversee the production (printing) to ensure product meets quality standards, budgets and deadlines.

Responsibilities

- **Systems Management and reporting:** Ensure all production-related expenditure is recorded and monitored against budgets in Bookmaster and ensure production reports are available to publishers, PM and Sales and Marketing and Customer Services; maintain overview of systems by which project managers and the print co-ordinator work.
- **Editorial and Production Management:** Manage project managers and control all aspects of pre-production to ensure product meets quality standards, budgets and deadlines. Assist project managers with editorial queries. Provide input and guidance on budgets, covers, technical procedures. Tighten up processes and procedures. During budgeting and strategic planning, draw up the budget for editorial production costs as well as the cash-flow forecast for the new financial year.
- **Project management:** Undertake project management during busy times. For each project:
 - Assess the manuscript before Stage 2 costings are finalised and give input regarding the editorial production budget
 - Control and maintain budgets
 - Keep projects on schedule
 - Provide a second-eye check on dylines for new titles
 - Maintain quality assurance
 - Source new freelancers
- **Print Production Management:** Manage the print co-ordinator and production assistant here; and control all aspects of print production to ensure that printed products meet quality standards, budgets and deadlines. Ensure that the print co-ordinator distributes the work evenly amongst suppliers. Ensure that the production assistant co-ordinates reprints and manages reprint corrections. Liaise with printers and meet with them at least every six months to discuss any increases in PPB costs for budget purposes and to recap JUTA's

requirements and expectations.

- **Oversee electronic archiving**
- **Working Relationships:** Ensure that the project managers and print co-ordinator meet their objectives with regard to quality delivery, on time and within budget. Improve the relationship between production and publishing by creating a service/can-do culture. Create and enhance an excellent working relationship with staff and suppliers.

Attributes

- A university or university of technology degree
- Relevant experience in both editorial and production, and a sound knowledge of print production processes in Academic publishing
- A high degree of organisational skills in order to handle a diversity of tasks on a daily basis. You need to be extremely organised and a good record-keeper, have a calm temperament, the ability to adapt to unexpected demands, good interpersonal skills, diplomacy with good negotiating skills and be able, at times, to think on your feet.

Competencies

- A thorough knowledge of all aspects of the production and print process
- Excellent people management skills
- Excellent organisational skills - the ability to prioritise work loads
- The ability to work under pressure and to deadlines
- Computer skills – finance, scheduling, databases, Bookmaster, word processing and typesetting programmes
- Financial skills - the ability to set and control budgets

We offer a competitive and market related remuneration package, commensurate with experience. To apply, please email your letter of application and CV to jleroux@juta.co.za by 17 October 2012. This appointment will be made in line with Juta's employment equity plan.

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