



Digital Production Coordinator & Technical Support

Juta Academic, Education and Agencies

Location: Claremont

Reporting to: Digital Learning Manager

The Academic, Education and Agencies digital production unit at Juta and Company is looking for a unit coordinator who can support both ebook and support material production.

Specifically, the Digital Production Coordinator creates Web PDFs, coordinates and quality controls the creation of EPUBs and produces electronic support materials for the Academic publishing unit.

Primary responsibilities consist of the development of support material together with the publisher and author, ebook production with EPUB conversion, quality assurance and distribution of ebooks to retailers. This position requires attention to detail as well as good communication skills. Knowledge of book publishing and electronic publishing is a plus.

Responsibilities

Support Material

- Manage the support material email account and grant access to requests for support material
- Respond to or redirect queries as appropriate
- Produce standard support material packages for each of the Juta Academic titles
- Quality assure all support material before final release
- Upload support materials to the Juta Academic website
- Use rapid authoring tools to create certain support material types
- Maintain and circulate an up to date record of titles and their related support materials to publishing, sales and marketing teams.

e-books

- Project manage and coordinate the creation of EPUBs with external vendors
- Format Word files for conversion to EPUB
- Rework EPUB files to correct errors
- Coordinate the creation of retailer-specific metadata with the marketing department and check digital rights with the publishing assistant
- Manage the distribution of e-books to specific retailers
- Send out e-book withdrawal notifications to retailers.
- Create Web PDF e-books of all Academic titles
- Quality assure all e-books before releasing them to retailers
- Assign ISBNs to e-books and load title details on Bookmaster

Qualifications, Skills and Competencies:

- A NQF Level 7 Diploma or higher qualification
- 2 years' experience in Publishing advantageous
- Proficient use of Microsoft Office and design software (Adobe Creative Cloud), specific expertise in Adobe InDesign is highly desirable.
- Knowledge of digital publishing and EPUB format an asset.

Attributes

- Collaborative, flexible and a master of multi-tasking
- An exceptional organizer with the ability to manage multiple priorities
- Superior verbal and written communication skills
- Takes accountability for your work and your actions
- Open to learning new systems
- The aptitude to learn new software skills.

What we offer

We offer a respectful working environment, a competitive and market related remuneration package, commensurate with experience and learning and development opportunities.

Application

To apply, please email your letter of application and two-page CV to recruitment@juta.co.za by 14 October 2015 with "Digital Production Coordinator" in the subject line.

This appointment will be made in line with Juta's employment equity plan. Should you not receive a response by 30 October 2015, please consider your application to be unsuccessful.