

## **Book Production Manager**

Van Schaik Publishers has a vacancy for a self-motivated Book Production Manager at their Pretoria (Hatfield) offices. The successful candidate will report to the General Manager of Van Schaik Publishers.

The ideal candidate should have a relevant tertiary qualification for book publishing and 5-8 years' relevant production experience, with at least three years' experience in a senior role managing people. An understanding of book production principles, technologies and methodologies is essential.

Key responsibilities include but are not limited to:

- Managing staff in the production division
- Managing the book production process from manuscript to final print, while demonstrating quality management throughout the process
- Managing the relationship with printers and the distribution centre
- Coordinating projects between in-house staff and freelancers
- Drawing up and managing book budgets and production schedules
- Maintaining electronic and physical databases and archives
- Maintaining production information on Bookmaster

Experience:

- Management experience
- Experience in book production
- Experience working with and briefing of typesetters and designers
- Experience working with lithographic and print-on-demand printers
- Experience in graphic design and typography
- Experience in working with Adobe Creative Suite and, specifically, InDesign is essential
- Experience and understanding of book budgets
- Administrative and archiving experience
- Knowledge of Bookmaster will be advantageous

Skills and competencies:

- Management and leadership skills
- Project management skills
- Business acumen
- Excellent administration skills

- Good verbal and written communication skills
- Results driven and able to work under pressure
- Keen eye for detail
- Good eye for design
- Good analytical skills, strategic thinking skills, as well as problem-solving skills and operational flexibility

Applications can be sent via the following link:

[http://media24.eng.external.erecruit.co.za/candidateapp/Jobs/View/180104-1/Book\\_Production\\_Manager](http://media24.eng.external.erecruit.co.za/candidateapp/Jobs/View/180104-1/Book_Production_Manager)

Closing date: Friday 19 January 2018

*Applicants that have not heard from us by the middle of February may assume their application has been unsuccessful.*

**In terms of Media24's employment equity guidelines, suitable candidates from the designated groups will be favourably considered.**