ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: Production and Design Manager

DEPARTMENT: University Press, Rose Hill

RESPONSIBILITIES:

- Manages design, production and manufacturing activities for 70 new Fordham University Press books (including electronic books) and approximately 25 reprints per year.
- Secures cost quotations and follows proper bidding procedures from typesetters, printers, electronic prepress service, and binders to formulate project manufacturing estimates for books, e-books, and miscellaneous other products.
- Reviews all materials for compliance with specifications for electronic books, overseeing formats and specifications, ensuring timely workflow and archiving the final digital production files for each title.
- Offers technological expertise to authors on the presentation of non-text elements and advises them on art preparation in advance of receiving manuscript. Keeps track of cover art, including making sure that final art with sufficient resolution is delivered in time for printing or digital conversion for ebook.
- Calculates accurate cast-offs (an estimate of the length of a finished piece, based on typescript and design specifications) and writes specification and printing contracts. Provides other members of the staff with general production estimates to enable early tentative estimates.
- Directs the work of typesetters, electronic prepress suppliers, printers, binders, and other suppliers to obtain quality products on schedule and within project budgets.
- Produces or directs the production of electronic prepress files and artwork for all books, covers, jackets, illustrations, and other printed and electronically published materials.
- Analyzes bids to create manufacturing estimate for use by the Press director.
- Writes appropriate documents to initiate purchases.
- Works with Managing Editor on preparing production schedules for each project; revises these schedules as necessary. Maintain master schedule on BiblioLIVE database.
- Gathers and prepares materials for suppliers by organizing, writing detailed instructions, verifying completeness, and arranging for shipment.
- Negotiates schedule and cost variances from quotations and monitors progress of suppliers.
- Formulates various regular production reports to monitor projects’ status and conformance with schedules and budgets.
- Meets with Press editorial, marketing and administrative staff to establish design criteria for each publication.
- Directs the work of freelance designers, ensuring that cover and interior designs reflect the desired qualities and enhance the reputation of FUP and can be produced within budget in both print and electronic editions.
- Circulates all cover and interior comprehensive design sketches to the Press director, the editorial director, the marketing director, and the managing editor for comment and approval.
- Reviews portfolios of freelance designers, secures timely cost quotations for specific projects, writes design contracts, oversees schedule, and ensures quality of freelance design work.

QUALIFICATIONS:

- B.A. or B.S
- A minimum of three years of experience in positions of progressing responsibility in book publishing
- Strong organizational skills with the ability to communicate clearly and openly, both verbally and in writing, with others in and outside the Press is critical
- Strong familiarity with the production of ebooks

SALARY: Commensurate with experience

STARTING DATE: November 26, 2018

Send Cover Letter and CV to: Frederic Nachbaur
fnachbaur@fordham.edu

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