



SENIOR PRODUCTION AND EDITORIAL EXECUTIVE

SPECIFIC JOB PURPOSE

- Utilize best practice to manage all Practical Action Publishing production work including books, journals and other formats for both print and online delivery.
- Develop, as may be required, Practical Action Publishing production services and workflow in order to stay in line with industry best practice.
- To work alongside the Content Development Manager and Managing Director on book editorial matters including portfolio development within defined subject parameters.
- To act as lead editorial contact on journal editorial matters.
- To stay abreast of industry developments and feedback into company practice.

SCOPE OF ROLE

- The Publishing Production and Editorial Executive will oversee the production of all Practical Action Publishing's published content including budget setting and liaison with authors, editors and vendors to the point at which content is published.
- The jobholder will also have responsibility for post-production reporting and maintenance of databases relating to editorial and production work.
- The jobholder will commission, prepare material for, negotiate pricing with, and manage external suppliers to deliver content to deadline and on budget.
- The jobholder will take responsibility for the scheduling and progress chasing of authors, editors and other contracted services.
- The jobholder will work with the other Publishing staff to monitor and report upon the company's overall performance with particular responsibility for publishing schedule and budget.
- Alongside their production responsibilities the jobholder will act as lead Editorial contact for the company's journal programme -- supporting the Academic editors in their role. The post holder will offer best practice and market advice relating to content growth and impact. The jobholder will have opportunity to contribute to the marketing and sales strategy in this area of the business.

WORKING RELATIONSHIPS

- The jobholder is expected to have good working relations with all other members of the company staff and to be informed about their work and responsibilities.
- They will also need to develop good working relations with relevant members of Practical Action staff and to liaise with them over any publications or content development work.
- The jobholder will also be required to assist with the maintenance of existing contacts with

COMPANY:

Practical Action Publishing Ltd

RESPONSIBLE TO:

Managing Director

RESPONSIBLE FOR:

Publishing Editorial and Production Intern

GRADE OF POST:

£25k-28k – negotiable depending on experience

authors, editors and co-publishing organizational representatives in order to maintain the flow of new publications.

JOB RESPONSIBILITIES

- To oversee and manage the day-to-day production processes of the business including but not limited to: liaison with authors and editors; publishing contract compliance; supervision of copy editing, typesetting, proofreading, design and indexing suppliers; e-book production; XML production and metadata preparation; pdf file preparation; online content submission; printing; delivery; and maintenance of key editorial and production systems.
- To maintain a schedule and budget for new works and to compile routine reports on editorial and production matters as agreed with company management and to proactively offer insight into process development based on this information.
- To act in an editorial support capacity for the book programme and act in a lead editorial capacity on journal editorial matters.
- To organize reprints as required.
- To attend editorial and production meetings.
- To represent the company at conferences and other events as requested and in furtherance of the job purpose.
- Workflow responsibility for interns and volunteers when required.

KEY KNOWLEDGE SKILLS AND EXPERIENCE

Level of experience required

- Educated to degree standard in a relevant subject.
- Experience of publishing editorial and/or production work preferably in a scholarly or academic publishing context.
- Experience of managing freelance editorial and production work preferred.
- Interest or experience of international development issues preferred.
- 1-3 yrs. experience in a journal's editorial role.
- 2-5 yrs. experience of managing a production workflow and working with a range of international suppliers in order to deliver content preferably in an academic or scholarly publishing context.

Specific skills required

- Very good English and knowledge of French or Spanish welcome.
- Good knowledge of Microsoft Word and proficient in Microsoft Excel and Outlook.
- Knowledge of Adobe InDesign, Photoshop, Illustrator, and online manuscript submissions systems preferred.
- Attention to detail and project management experience.
- Good interpersonal manner and communication skills.

BEHAVIOURAL COMPETENCIES

Applicants for this post should be well-organized and with a good attention to detail and with an interest and knowledge of the publishing industry.

Specific *Practical Action* defined competencies are:

- Self-motivation
- Drive for Results
- Teamwork
- Managing Relationships
- Planning and Organizing