# Publishing Production Manager

Cognella, Inc. is immediately seeking a Publishing Production Manager to join our fast-moving production department and to lead our full-time, seasonal, and freelance production staff in their efforts to produce higher education course materials. This person will be responsible for coordinating the activities of the production and associate production editors as they move academic textbooks through the publishing process—directing the copyediting, design, typesetting, and pre-press finalization of titles—and engage in communication with our authors/editors. The manager will also oversee our editorial production coordinators and seasonal production assistants, supervising the preparation of rapid-turnaround course packs and ensuring that our vendor support services are running smoothly. They will guarantee the custom production team is equipped to prioritize projects, enhance and assemble materials, record and track information in our project database, and conduct final quality control checks. Finally, this person will play a critical role in the development of our emerging digital and online content strategy, working closely with the team and other managers to establish new production processes for our electronic educational materials.

The production manager will provide essential support to the team, including recruiting and hiring new employees and freelance professionals, as well as identify and obtain resources that enable the team's success. This person will develop and monitor performance, regularly reporting on key metrics and setting improvement goals for the team and individuals. They will ensure our ability to meet the key target of on-time publication and availability of course materials across all imprints in order to serve the needs of our clients, our customers, and our company.

The ideal candidate will possess proven management and leadership skills and experience working in an academic publishing environment. They will possess an ability to organize, prioritize, and problem-solve in a setting with rapidly changing needs and deadlines. This person will have strong technical and editorial skills and have intermediate proficiency in editing and design software (namely the following Adobe Creative Suite software: InDesign, Illustrator, Photoshop, and Acrobat). They should be able to learn new software programs and processes quickly, possess an innate knowledge of the inner workings of publishing, and have the drive and direction to complete their work thoroughly, efficiently, and on time. This position requires someone with a collaborative spirit and get-it-done attitude. This is an amazing opportunity to learn and grow a career in publishing in a thriving entrepreneurial environment.

## RESPONSIBILITIES

- Focuses on continuous improvement and workflow evolution; pitches and develops new processes that improve or ease client or internal efforts, and creates or updates documentation accordingly
- Optimizes resources and monitors project budgets; tracks project costs and communicates to senior managing editor when projects surpass budget goals
- Troubleshoots editorial and technical issues as they arise
- Together with senior managing editor, researches and proposes technology tools and solutions that will increase effectiveness, productivity, and production quality
- Monitors project tracking database and sets expectations for clean record-keeping by employees
- Develops and reports regular performance metrics for entire production team
- Recruits and hires production staff, controlling staffing budgets and proper shift scheduling (when applicable)
- Plans and oversees new production employee training and identifies opportunities for continuing education and ongoing skills advancement
- Meets individually with production employees to set goals, review progress, offer coaching, and plan career growth, keeping senior managing editor apprised of successes and challenges
- Attends weekly production meetings to discuss project and process updates, share vendor information, and track the overall progress of projects throughout each publishing season

- Identifies potential freelance candidates; gauges skillsets; evaluates rates and bids; and coordinates onboarding, communicating feedback to new contractors
- Implements editorial and design standards with input from senior managing editor and other internal stakeholders
- Provides early consultation to project editors and authors on the best approaches for presenting material in select high-value textbooks
- Maintains telephone and e-mail correspondence with authors, particularly in cases where production staff need assistance
- Collaborates with operations team to monitor delivery of course materials to students and bookstores; proposes early solutions to clients and customers when delivery runs off-schedule
- Oversees the complete production process for textbooks and custom course materials and is capable of performing production functions:
    - Prioritizing project pipeline and managing multiple projects in order to meet deadlines
    - Sending edited manuscripts and page proofs to authors; ensuring changes are applied based on feedback from authors, project editors, and other invested parties; and reviews books' content for correctness
    - Planning the layout and design of select textbook interiors
    - Assigning and communicating assignments and project specifications to external vendors and freelancers
    - Liaising with other internal teams—including licensing, marketing, creative, and order fulfillment—at varying points throughout the production process to ensure effective communication and clarify responsibilities as needed

## QUALIFICATIONS

- Proficiency using computer software that includes Microsoft Office, Adobe Creative Suite (5 or higher) with an emphasis on InDesign, Illustrator, Photoshop, Acrobat, Word, and Excel
- Experience with academic publishing workflows and comfort working within an expanding digital workflow system
- Professional demeanor paired with strong interpersonal and communication skills (written and verbal), including the ability to present information clearly one-on-one and in group settings
- Dedication to developing positive relationships with team members and colleagues and to being an ambassador of Cognella's mission and values
- Thorough understanding of English grammar and experience with editorial processes
- Superb attention to detail
- Strong analytical skills
- Ability to work well under pressure in an environment of rapidly changing deadlines and priorities and to meet or exceed deadlines
- Motivation to work independently
- Excellent capacity for organization, time management, and multi-tasking, along with the ability to balance multiple priorities simultaneously
- Exceptional decision making and problem solving skills
- Ability to work cohesively and productively with colleagues, paired with proven skills to motivate and set an example for direct reports
- Willingness to adapt to fast-changing processes and procedures that improve efficiency
- Some experience with copyediting and style guides, specifically *The Chicago Manual of Style*, is preferred

## MINIMUM EXPERIENCE

Previous experience working with a production team is required, with at least 3 years spent managing a team of 5 or more full-time staff. Technical proficiency in listed software programs and knowledge of training systems or programs is also necessary. Preference will be given to candidates with experience in both print and digital production (the latter including .epub and .mobi formats and XML standards).

## MINIMUM EDUCATION
Bachelor's degree

**REPORTS TO:**    Senior Managing Editor
**STATUS:**    Full-Time, Exempt
**START DATE:**    Immediate
**LOCATION:**    This position is based out of our corporate office located in the Sorrento Valley area of San Diego, California. Relocation assistance may be available for this position, but a remote setup will not be considered.

**COMPENSATION:**    Competitive salary and benefits package (health, vision, dental, generous vacation, holiday, and sick time, and 401K matching plan) with bonus opportunities based on optional participation in our wellness program.

**TO APPLY:**    To be considered, you must e-mail a cover letter and résumé to careers-editorial@cognella.com. All submissions will be held in confidence.

## ABOUT US

Cognella is a leading provider of personalized higher-education publishing solutions, operating Web properties and services under two brands: Cognella Academic Publishing (www.cognella.com) and University Readers (www.universityreaders.com). We enable professors to control their choice of content, allowing them to design and tailor course materials to specific courses and learning objectives. Our unique approach has enabled us to become a trusted source for more than 4,000 instructors and 125,000 students annually at over 600 colleges and universities nationwide. Cognella has approximately 70 employees and is headquartered in San Diego.

Cognella offers all of our team members a stimulating and entrepreneurial work environment in Sorrento Valley, great colleagues, and the opportunity to shape their positions. So, if you have a "fire in your belly" to succeed, have a great attitude, and have always wanted to be part of a tight entrepreneurial team, this is your chance to join our company and break new ground in the academic publishing space.

Cognella, Inc. is an Equal Employment Opportunity (EEO) employer.

**Recruiters please do not contact this job post.**