

ISSUED: 10/03

TITLE: <u>Universtiy Press Production and Design Manager</u>	SALARY SCHEDULE: <u>B</u>	CLASS CODE: <u>PE346</u>
UNION: <u>P&A – Local 1979, U.A.W.</u>	SALARY GRADE: <u>12</u>	EEO CODE: <u>30</u>
	FLSA: <u>Exempt</u>	E-CLASS: <u>PE</u>

POSITION PURPOSE

Oversee, coordinate and participate in the design and production of book, and reprint new title publications in a timely and cost efficient manner and in compliance with established industry standards for the Wayne State University Press. Work activities require specialized knowledge of the book production process including industry pricing, standards, materials and technology.

ESSENTIAL JOB FUNCTIONS

- Oversee and coordinate design and production services for authors utilizing the Wayne State University Press. Develop and establish book production schedules from design and composition to bound book; monitor design, typesetting, proofing, trafficking and quality control services to ensure conformance with University Press production standards.
- Select and establish relationship with vendors for typesetting, design, printing and other specialty production services; utilize vendor lists, annual price charts and competitive bid process. Serve as in-house resource and liaison with authors, vendors and University Press staff (i.e., production, editorial, marketing, acquisitions, etc.) to troubleshoot and resolve problems pertaining to art, design, composition, scheduling, printing and binding.
- Conduct production project assessment to determine appropriate freelance designers for jackets, covers and book interiors. Recruit new vendors for freelance design, composition and printing. Monitor production standards and maintain quality checks to ensure compliance with established schedules.
- Oversee and participate in determining production budget costs and develop financial estimates for University Press books and new titles. Recommend changes to business operations and services to reduce production costs. Prepare bid specifications and perform bid analysis; review and approve all project invoices related to all phases of the production process (i.e., design, typesetting and printing). Maintain appropriate expense records for each publication produced; resolve invoice problems and inconsistencies to ensure adherence with contractual agreements.

- Contribute to the in-house design of interior book template, book jackets and covers; approve interior and exterior design. Coordinate and participate in all phases of production work for reprints (second edition); schedule and prepare vendor requisitions; obtain or prepare design corrections, replacement pages and new pages as camera-ready copy; research files and oversee reprinting of backlist titles.
- Supervise production department full-time and student support staff. Train in appropriate methods, procedures and techniques. Assign work and provide guidance and work direction; answer questions and resolve problems as they arise.
- Evaluate and recommend equipment replacement for production operation; order requisite materials and equipment (i.e., software, computers, etc.) within budget and in support of operational workflow, procedures and services.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification is designed to manage and oversee all activities related to the design and production of book, new title and reprint publications. Work activities require the ability to manage fixed production budgets and monitor costs through each phase of the production process. Position incumbent possesses specialized knowledge and experience in all facets of the book production process (i.e., scheduling, design, typesetting, proofing, etc.) including industry pricing, standards, materials and technology. Work requires the ability to represent the University and interface with vendors (i.e., indexers, compositors, designers, freelancers, typesetters, etc.) authors and staff. In addition, work activities demand decision-making and problem solving abilities. Supervision may be exercised over full time and part time support staff. This classification is generally assigned to the University Press in the University Library System. This classification reports to and receives work direction from a management level position.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with major coursework in journalism, english or related field or an equivalent combination of education and/or experience.
- Considerable knowledge and experience in the design and production of book, new title and reprint publications.
- Reasonable knowledge and experience in developing and implementing a production budget.
- Strong organizational skills, the ability to establish schedules and meet multiple deadlines.
- Considerable knowledge and experience in scheduling, design, typesetting, proofing, composition, trafficking and binding services related to book production.
- Ability to communicate effectively with others.
- Excellent oral and/or written communication skills.
- Typically, incumbents have had experience as a production assistant, production editor or desktop publisher.