

		ISSUED: 7/2014
TITLE: Senior Publications Coordinator	SALARY SCHEDULE: B	CLASS CODE: PN357
UNION: P & A Local 1979, U.A.W.	SALARY GRADE: 12	EEO CODE: 30
	FLSA: Non-Exempt	EMPLOYEE CLASS: PN

POSITION PURPOSE

Manage the editorial and production process for one-half of the annual publication list for Wayne State University Press. Coordinate and participate in book manuscript editing, design, proof reading and marking, and production for new titles and reprints in a timely and cost efficient manner and in compliance with established industry standards. Manage entire production process for reprints, maintain digital archive, and implement and manage short-run/print-on-demand programs for backlist Press titles.

ESSENTIAL JOB FUNCTIONS

Establish and oversee editorial, design, and production schedules for new books, journals, and reprints from manuscript stage to bound book. Coordinate schedules between vendors for all stages of production (editing, design, typesetting, proofreading, printing, binding, and archiving). Monitor the production of all publications and maintain quality checks on vendor's work to ensure compliance with established schedules.

Serve as scheduling module and management system specialist for EDP department by spearheading improvements to production schedules, developing new and revising existing schedule and cost templates, developing reports as needed, and troubleshooting issues with the overall production module.

Prepare manuscripts for editing, design, and composition; determine editorial needs of manuscripts; hire appropriate freelancers (e.g., copyeditors, indexers, proofreaders, etc.) for various stages of production. Assist authors in contracting with freelance indexers and proofreaders upon request. Copyedit material and/or perform final cleanup in-house as needed. Review manuscripts throughout copyediting to ensure consistency and conformity with University Press standards. Review typeset page proofs at each stage of production and check for errors to resolve editorial issues prior to printing and manufacturing.

Oversee and manage complete production process for all reprints, including short run digital and print-on-demand replenishment programs. Consult on and provide recommendations to appropriate staff (Director, Acquisitions, Sales and Marketing, Order Fulfillment, Business Manager) regarding print run, schedule, available book materials, in-house archived files, and printing options.

Prepare general and project-based contracts for freelancers, negotiate rates, and assist EDP Manager with annual budget for editorial fees. Seek out new editors and/or evaluate prospective editors by contacting references, reviewing resumes, and reviewing sample edits.

Work with EDP and Acquisitions staff to discuss initial production plans and suggest specifications for books, journals, and reprints. Prepare castoffs and obtain and/or confirm launch costs for Acquisitions.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

Advise on schedule and materials for new books and reprints. Participate in developing financial estimates for new titles and reprints.

Consult with EDP, Acquisitions, and Sales and Marketing staff on potential designs for book interiors and covers; offer feedback from an editorial/manuscript-related perspective to in-house design staff or freelancers; consult with authors to resolve any problematic or ambiguous manuscript elements that may need specific design/composition attention.

Serve as in-house liaison with authors, outside vendors, and University Press staff to troubleshoot and resolve problems pertaining to editing, scheduling, and (for reprints) typesetting, printing, and binding. Provide assistance to immediate supervisor in any EDP-related activities.

Train and mentor EDP interns, editorial assistants, work-study students, and temporary employees. As needed, make and review work assignments and provide input to EDP Manager on performance reviews of these staff.

Perform related duties as assigned.

ADDITIONAL COMMENTS

This classification is designed to coordinate editorial and production activities (i.e., scheduling, editing, proofing, design, typesetting printing, binding, and digital archiving) of books, journals, reprints, and other publications. Work activities require specialized knowledge of the editorial, design, and production process, including industry terminology, standards, pricing, materials, and technology. The work performed also requires a high level of responsibility and independence, and the incumbent must possess strong decision-making and problem-solving skills. Effective communication skills are essential to this position's interaction with authors, in-house staff, and outside vendors and clients (e.g., copyeditors, indexers, designers, typesetters, printers, prepress specialists, etc.). In addition, this position serves in a leadership and mentoring capacity to other EDP staff, and functional supervision may be exercised over part-time subordinate personnel (e.g., editorial assistant, intern, work-study, part-time temporary employee). This position is located within the University Press and reports to and receives work direction from a management level position.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with major coursework in English or related field, or an equivalent combination of education and/or experience.
- At least 5 years of direct editorial and/or production experience in scholarly, professional, college, or trade book publishing.
- Specialized knowledge and experience in the editorial process and book production for new titles and reprints.
- Reasonable knowledge and experience in developing and implementing a production and freelance budget.
- Exceptional organizational skills, including the ability to establish and maintain schedules, meet multiple deadlines, and track all aspects of book production simultaneously for multiple projects.

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- Exceptional knowledge of and proven ability to copyedit and proofread, and to evaluate work of freelance copyeditors and proofreaders.
- Reasonable experience in working with a large database or project management system.
- Exceptional written and/or oral communication skills.
- Typically, incumbents have worked previously as a production/project editor on books.

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