

THE UNIVERSITY OF MANCHESTER
PARTICULARS OF APPOINTMENT
FACULTY OF CULTURAL INSTITUTIONS
MANCHESTER UNIVERSITY PRESS
EDITORIAL SERVICES MANAGER
VACANCY REF: CIX-026657

Salary: Grade 5 £30,487 to £34,980 per annum, depending on relevant experience

Hours: 35 Hours per week (1 FTE)

Duration: Permanent

Location: Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

Name: Sian Chapman

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Overall purpose of the job

Contribute to the effective implementation of the Production Department's activities and objectives, by managing the efficient handover of books from editorial into production, allocating responsibilities and scheduling. Project managing books, journals and digital products through handover, copy-editing, design, typesetting, printing and digital production stages up to publication. Also, responsibilities to include handovers assessment, project management, checking proofs and indexes, monitoring the progress of books, journals and digital products from the point of acceptance, and ensuring that they meet schedule, budget and quality requirements. Line management responsibility for one full time member of staff and temporary staff.

Key responsibilities, accountabilities or duties

- Assessing manuscripts and associated materials as to whether they can be accepted into the production process – liaising with the Editorial Department
- Day to day responsibility for the editorial quality of MUP titles, under the direction of line manager.
- Monitoring editorial costs / scales with suppliers including copy-editing and ensure that internal systems are updated accordingly.

- Leading the working group on house style.
- Maintaining and updating editorial house style for internal colleagues and external suppliers as well as authors and editors.
- Managing one full time member of staff as well as temporary staff as necessary
- Responsible for managing the publishing schedule at the outset by allocating books to other members of the team to ensure timely delivery of final products, pre-empting and managing the requirement for extra resources to manage the schedule
- Monthly liaison meeting with Editorial to ensure a balanced schedule of handovers for the publication schedule, via monthly liaison meetings with the Editorial Co-ordinator and the Assistant Editors
- Project-manage books and journals from receipt of accepted manuscript through to publication, including liaising with authors, copy-editors, designers, typesetters, indexers and printers.
- Assess copy-editing, brief and manage copy-editing. Managing new copy-editors by setting and assessing trials.
- Monitoring the performance of project managers and holding regular meetings with key suppliers to give feedback.
- Prepare project costings.
- Prepare typesetting/origination specifications for books, journals and digital products.
- Check proofs, indexes and final copy; deal with outstanding queries.
- Keep authors informed of the progress of their projects through copy-editing and production stages up to publication.
- Plan production schedules and manage progress to meet publishing requirements.
- Keep track of budget and costs and bring significant changes to the attention of budget-holders before proceeding.
- Keep production databases and other business systems up-to-date with metadata changes, specification information, schedule dates/templates, budget and expenditure information, and keep other departments informed as required.
- Approve supplier invoices for payment, record project costs and maintain associated cost ledger systems.
- Use the University finance system to requisition and receipt goods and services.
- Be pro-active regarding developments within the industry and how they could be applied effectively to MUP
- Undertake any other duties that could be reasonably required at the Senior Production Manager's request.

Essential knowledge, skills and experience

- Substantial previous publishing experience in an editorial role.

- Experience of people management with proven ability to supervise and motivate staff
- Experience of managing a large team of specialist freelance providers of diverse editorial services.
- The ability to work with initiative and confidence and to demonstrate knowledge of editorial skills and print production.
- Excellent organisational skills with the ability to manage a large workload and prioritise tasks under pressure in order to meet deadlines
- Strong English language skills with a very good understanding of grammar, vocabulary and punctuation etc.
- Keen attention to detail with proven proof-reading skills
- Proven editorial understanding of various referencing methods, awareness of issues around sensitive use of language.
- Excellent written and oral communication and negotiation skills with the ability to deal with authors, colleagues and outside agencies. (GCSE English Grade 3 or equivalent).
- Good numerical skills. (GCSE Mathematics Grade 3 or equivalent).
- Good keyboard and computer skills including familiarity with standard Office applications.

Desirable

- Possession of a recognised publishing qualification.
- Experience of managing projects using database and/or business management systems.
- Experience of editorial requirements within academic publishing.
- Experience of working with eBooks, online editions or other production for digital publication and associated metadata.
- Experience of copy mark-up and proofreading including Adobe mark-up and effective use of tracked changes within Word
- Experience of developing and updating house style.
- Understanding of metadata requirements for publishing.