Job Profile: Program Manager

Working Title: Editorial, Design and Production (EDP) Manager

University of Cincinnati Press is seeking an experienced, forward-thinking, self-starter to be its next EDP Manager. This position manages the books and open educational resources production schedules, tasks and expenses for approximately 10 books and 20 OER projects per year and works closely with the Director to ensure EDP technology and workflow support publication of print, open access and interactive books. As a significant source of employment for students on campus, the EDP Manager is responsible for training and mentoring students in publishing practices, inclusive work environments, allyship, and transparent leadership. The EDP Manager is an essential part of the UC print, digital and open access publishing operation and is expected to participate, and lead problem-solving, strategic and growth initiatives within the Press, library and university. The ideal individual will enjoy working in a small, culturally inclusive, fast-paced publishing organization.

The Press mission and daily work culture is mirrored in its core publishing areas of social justice, diversity, equity, and inclusion, Academic Community Partnerships, and Regional Studies. Our office fosters accessibility and inclusivity with a priority in increasing visibility of underrepresented communities in the publishing industry.

We encourage all qualified editorial and production people to apply—particularly individuals with a few years of editorial experience who are looking for the next step up. The search committee will begin reviewing applications on November 16, 2022.

SUPERVISORY DUTIES: This position manages 1-2 student workers, and the work of all EDP freelancers.  The EDP Manager is a member of the Press leadership team and represents the Press on campus and within the industry.

REPORTING STRUCTURE: This position reports to the Director of the Press who reports to the Dean of the University of Cincinnati Library.

SALARY RANGE: $46,000 - $62,000

WORK LOCATION: Position offers a flexible, hybrid work environment (up to 40% remote work per week permitted), full medical, dental, vision benefits, and tuition remission. The University of Cincinnati Press offers an excellent work-life balance in an affordable urban city full of art, culture, sports and green space. Located near the historic Clifton neighborhood, commutable suburbs and excellent school districts within a few minutes drive.

APPLY: Cover letter and resume required.

JOB RESPONSIBILITIES:
- Works with authors and freelance sensitivity readers, copyeditors, designers and proofreaders to manages the production process from initial production evaluation through proof stage, print and digital manufacturing, file uploads to hosting sites.
- Handles file tagging, copy editing, fact checking, file cleanup, art adjustment, review and collating of all passes as well as material created at later stages such as indexes and accessibility captioning as needed.
- Creates cover concept with author and designer.

- Creates and maintains production schedules and deadlines, provides status reports, updates title management, and manages production expenses for projects. Ensures deadlines are met while managing capacity and author and Press expectations.
- Creates and maintains documentation regarding EDP workflow and Press style guide.
- Hires, freelancer pool of copyeditors, designers, indexers, proofreaders, and sensitivity readers. Assigns and assesses freelance work.
- Meets with vendors and negotiates best pricing. Makes recommendations based on production cost trends and industry workflows and technology changes and feedback.
- Attends and actively participate in Press and Library meetings.
- Communicates and collaborates in a respectful and timely fashion with student, staff and faculty. colleagues across the Press and Library.
- Encourages practices that promote DEI.
- Equally adept at working independently and as part of a multi-generational team.
- This position works with a complex workflow and must be highly conversant in the vocabulary and processes of book production, and production quotes, costs, digital and print production, developmental editing and accessible book content.

REQUIRED SKILLS:
- Bachelor's Degree
- 3+ years-experience in publishing. A minimum of 2 years in academic or scholarly production.
- Proficiency of written English language (grammar, usage, and spelling).
- Demonstrated expertise in project management that reflects a high level of organization and the ability to juggle multiple priorities. Close attention to detail and deadlines.
- Experience with MS Office Suite (Word, Excel), and Adobe Creative Cloud (Photoshop, InDesign)
- Familiarity of academic style guide standards (Chicago, APA).

PREFERRED SKILLS:
- Master's Degree.
- Experience with Pressbooks, Open Journals System, Manifold and other publishing platforms.
- Experience with and interest in open access publishing.
- Fluency with electronic publishing and file prep.
- Experience working with external suppliers and partners.
- Demonstrated skills in problem-solving and collaboration.
- Comfortable with on camera video meetings (Teams, Zoom).
- Experience with HTML, XML and version practices.
- Typesetting and basic design skills.