

Yale University Press London, Production Executive
£24,000–£27,000

YUPL seeks a dedicated Production Executive to coordinate the production and manufacturing of the press's non-art titles, ensuring they are delivered on time, in budget and to an exceptional standard. The ideal candidate will be highly organized, detail-oriented, a team player, and have at least two years' experience in book production.

Job Title: Production Executive

Department: Trade & Academic Production

Reporting to: Head of Editorial Management, Production & Design, Trade & Academic

Permanent Contract

Full Time – 5 days (35 hours) per week

Salary range £24,000–£27,000

The Role:

The Production Executive plays the vital role of coordinating the production and manufacturing of Yale University Press London's trade and academic (non-art) titles, ensuring they are delivered on time, in budget and to an exceptional standard.

Working closely with editorial, design and inventory colleagues, the Production Executive maintains frontlist production schedules from receipt of edited manuscript to finished book, and is the main point of contact for external vendors, negotiating competitive pricing and ensuring timely delivery of stock. The Production Executive is also responsible for managing reprints (including ASR and POD), reissues and bound galleys; the production of ebooks; and the creation of type specs and plate sections, including colour correction and final print signoff.

Working in a small but dynamic team, the ideal candidate will be highly organized with a superb eye for detail, have excellent verbal and written skills, be able to work independently and to multitask. They will have at least two years' experience in book production with a keen interest in printing technologies and a proven ability to manage external relationships and ensure production accuracy and excellence.

Purpose of the Job:

- To oversee the production and manufacturing of the entire London Trade & Academic frontlist and backlist including reprints, reissues and ebooks, resulting in timely publication and high-quality production values
- To negotiate competitive pricing and schedules with external and overseas suppliers, ensuring maximal efficiencies
- To liaise with internal departments in London and US offices to address production queries, share accurate information, and provide sales and marketing materials when required

About Us:

Originally founded in New Haven, Connecticut, in 1908, Yale University Press publishes serious non-fiction that furthers scholarly investigation, stimulates public debate and enhances cultural life. It is unique in being the only American university press with a full-scale publishing operation in Europe: Yale University Press London has offices in Bloomsbury and produces internationally renowned, distinguished art and general non-fiction books. Our diverse and award-winning trade authors include Francis Spufford, Richard Holloway, A.C. Grayling, Stephen D. King, Geoffrey Parker and Terry Eagleton.

With a backlist of over 5,000 Art, Trade and Academic titles of international renown, the London office publishes around 120 new books each year within a total Yale University Press list of some 300 new hardcover and 150 new paperback books annually. Yale books have won numerous awards, including the National Book Award, the Warwick Prize for Writing, the Pulitzer Prize, the National Book Critics Circle Award, the Wolfson History Prize and the Longman-History Today award. Yale books are marketed across the globe, directly to Europe, Asia, Africa, the Middle East, China, Australia and New Zealand and, through our New Haven headquarters, to the Americas. Yale University Press continually extends its horizons to embody university publishing at its best.

Equal Opportunities:

Yale University Press London is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. We value, promote and seek diversity.

Job Profile:**Key Responsibilities:**

- Negotiates competitive pricing and schedules with setters, printers and other external suppliers
- Ensures frontlist production schedules are adhered to, with responsibility for sign-off and delivery of final print-ready files to deadline
- Is point of contact for external and internal production, manufacturing and stock transportation queries
- Manages backlist reprints process, including offset and digital printing, ASR and POD, liaising with Inventory Manager; and leads a fortnightly Reprints meeting
- Manages ebook conversion
- Creates type specs, plate sections and bound proofs, and manages freelance production relationships
- Processes invoices for payment and resolves cost discrepancies
- Circulates weekly production schedule
- Maintains tidy production files and electronic archive

Experience / skills required:

Essential:

- Minimum of 2 years' experience in book production including 4/C work
- Proven ability to check and sign-off print-ready files (page proof; digital/wet jacket proof)
- Proven understanding of production budgets
- Proven record of working successfully and efficiently with external vendors
- Advanced skills in InDesign and Photoshop
- Computer literate: proficiency with Microsoft Excel and Acrobat; ability to manipulate databases and use FTP
- Practical knowledge of type and typography
- A keen, meticulous eye for detail
- Exceptional organization and project management skills with ability to keep to tight deadlines
- Excellent written and verbal communication
- Strong ability to solve problems and use initiative
- Able to work flexibly and collaboratively across the department and organisation

Desirable:

- Experience of ASR and POD solutions
- Able to create attractive, appropriate type specs
- Knowledge of colour correction
- Keen understanding of the commercial environment and marketplace for non-fiction books
- Experience of picture research and image improvement
- Experience of editing text, either print or online
- Experience of designing/adjusting book covers with knowledge of good design

What we can offer:

Yale University Press London offer a generous package of benefits including accommodation deposit and travel loans, a cycle purchase scheme, a lively social scene and a generous pension scheme. As Co-organisers of the annual Bedford Square Arts Festival, our staff enjoy access to the Bedford Square gardens at lunchtimes throughout the summer months.

The Location:

The role will be based at our offices in Bedford Square in Bloomsbury WC1, with convenient access to the Northern and Central lines as well as many bus routes.

Please send your CV and supporting covering letter (including availability, notice period and current salary) to:

Robert Owen, Head of People & Office Operations: robert.owen@yaleup.co.uk

Closing date: Monday 6 August at 5.30pm

Processing and safeguarding your data - Please see YUPL's candidate privacy notice <https://www.yalebooks.co.uk/pid/page/jobs>