

# Production Manager

EMS Press is the publishing house of the European Mathematical Society and is based in Berlin, Germany. Our program includes 25 journals, 12 new books per year and a backlist of over 200 books. We are expanding our role as a community publisher with innovative publishing products and services.

We are looking for a motivated and well-organised production manager. Reporting to the CEO and working closely with the Editorial Director, as well as typesetters and service providers, you will be responsible for the perfection and integrity of content presentation at EMS Press.

## Role description

- Management of production process for journal articles and books from acceptance to publication (electronically and print):
  - Coordinate typesetting and copy-editing with international team
  - Preparation of journal and book covers
  - Collaboration with editorial and correspondence with authors and editors
  - Establish cooperation with service providers (typesetters, printers)
  - Double-check all data and PDFs before publication
  - Oversee printing and initiate shipping
- Plan and monitor production costs
- Define editing standards and workflows
- Data curation: check, register and maintain metadata for journal articles, books and authors
- Update project and product management databases to always reflect current state

## Requirements

- Several years of experience with producing high-quality academic journals and books in electronic and print form
- Experience with typesetting of mathematical texts in LaTeX and affinity for typography
- Working knowledge of electronic publishing formats (PDF, XML, vector/raster images, fonts) and printing processes (paper types, bindings, offset/digital, POD)
- Perfectionistic work attitude and attention to detail
- Based in Europe, fluent English and German
- Team work, communication, and networking skills
- Comfortable working independently and with video conferencing tools
- Motivation to keep up with trends in academic publishing

## Preferred

- Knowledge of relevant metadata and services for academic content, such as Crossref

- Knowledge of using Adobe InDesign for non-mathematical texts (Illustrator and Photoshop are a bonus)
- Experience with databases (CMS, SQL, product databases)
- Basic programming experience with scripting languages (e.g., Python, Lua, JavaScript/TypeScript, bash) or markup languages (HTML, XML)

## What we offer

- Full time position, starting 1st June 2022
- Competitive salary depending on location and experience (please enquire at [haazipolo@ems.press](mailto:haazipolo@ems.press) for salary range)
- Flexible working hours (core hours 10:00–15:00 CET)
- Small and dynamic international team
- Office at TU Berlin and/or remote work
- 30 days of annual leave (plus public holidays)
- Training and personal development
- Memberships with main (publishing) industry organisations
- Work with modern tools for project management and communication

Please send your CV to Vanessa Haazipolo ([haazipolo@ems.press](mailto:haazipolo@ems.press)) before 20th March 2022. Early applications will be prioritised.

