

# Book Production Assistant

EMS Press is the publishing house of the European Mathematical Society and is based in Berlin, Germany. Our program includes 26 journals and about 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 creative and motivated part time colleague to assist the production of our books. The role is an entry level position offered for a fixed term of one year (with potential to extend), and would be ideal for a working student or similar candidate. Reporting to the Head of Production and working closely with the editorial team, as well as typesetters and service providers, you will help the timely and high-quality publication of the EMS Press books online and in print.

## Role description

- Production process for books (electronically and print):
  - Prepare book covers and front matter from our templates (using InDesign, sometimes Photoshop/Illustrator)
  - Compile PDF ebooks from their constituent parts
  - Check data, integrity and quality of typesetting before publication
  - Publish books on the publisher's platform
  - Compile and communicate marketing material for new books
  - Oversee printing and organise shipping
  - Register new books and manage book data in databases
- Collaborate with the editorial team on catalogues and flyers

## Requirements

- Experience with typesetting and strong affinity for typography
- Ability to use Adobe Acrobat and InDesign (Illustrator and Photoshop are a bonus)
- Knowledge of electronic publishing formats (PDF, XML, vector/raster images, fonts) and printing processes (paper types, bindings, offset/digital, printing on demand)
- Well-organised approach with strong attention to detail
- Team work, communication, and networking skills
- Comfortable working independently and with video conferencing tools
- Based in Europe, smooth communication in English and German
- Willingness to participate occasionally in team meetings in person

## Preferred

- Running studies in publishing, print technology, book and media production, or a related field
- Experience in typesetting mathematical texts in LaTeX
- Familiarity with databases (CMS, SQL, product databases)
- Basic programming skills in scripting languages (e.g., Python, Lua) or markup languages (HTML, XML)

## What we offer

- Part time position (15-20 hours per week)
- Employment for one year with immediate start and possible extension
- Fair salary
- Flexible working hours
- Small and dynamic international team
- Office at TU Berlin and/or remote work
- First-hand experience of the newest international trends in academic publishing
- Training and personal development
- Work with modern tools for publishing and communication

Please send your CV to Ilvy Lützen ([luetzen@ems.press](mailto:luetzen@ems.press)) before 31 Oct 2023. Early applications will be prioritised.

