Production Manager

EMS Press is a Berlin-based mathematics publisher, owned by the European Mathematical Society. Our program includes 20 journals, 15 new books per year and a backlist of 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

- Data curation: check, register and maintain metadata for journal articles, books and authors
- 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
    - Correspondence with authors, editors, typesetters, printers
    - Double-checking all data and PDFs before publication
    - Oversee printing and initiate shipping
- Plan and monitor production costs
- 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 formulas in LaTeX
- 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
- Fluent German and English
- Team work, communication, and networking skills
- Comfortable working independently and with video conferencing tools
- Motivation to keep up with trends in academia and academic publishing
- Available to travel where possible

Registered company: European Mathematical Society - EMS - Publishing House GmbH

Trade register number: HRB 204966 B · Registration court: Amtsgericht Charlottenburg · Managing director: Dr. André Gaul

Preferred

- Knowledge of relevant metadata and services for academic content such as Crossref or CLOCKSS
- Experience with graphic design and layouting software (Adobe CS, Affinity)
- 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 January 2021
- Competitive salary depending on location and experience (enquire 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)
- Work with modern tools for project management and communication

Please send your CV to André Gaul (gaul@ems.press) before 11th October 2020, 18:00 CET.