

Position Description: Production Co-ordinator

Key Selection Criteria:

- Excellent production and prepress skills
- Excellent administration skills and the ability to work to a strict schedule while maintaining attention to detail
- Proficiency in Adobe Creative Suite
- Ability to manage and track multiple projects at once
- A love of books and reading
- Design skills will be viewed favourably

Key responsibilities:

Co-ordinating the production of Text's frontlist titles, reprints and bound proofs:

- Running bi-monthly production meetings
 - Setting print deadlines in Text's publishing schedule and liaising with Australian and UK printers and distributors
 - Preparing files for print which includes setting up cover and prelim files to template, preparing page resize specifications when required, preflighting and prepressing files and supplying to printers
 - Sending frontlist and reprint print orders and tracking progress and deliveries
 - Managing reprints which includes preparing and resupplying files and checking proofs
 - Setting bound proof schedules and liaising with PRH regarding quantities and delivery
 - Managing print quality control and collating archive copies
 - Typesetting and taking in corrections when required
 - Assisting the editorial department with licensing of overseas files and image clearances, providing costs for final project budgets
 - Preparing costings and obtaining quotes and specifications for editors and designers
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- Maintaining and updating the Text schedule including assigning and ordering of ISBNs and barcodes
 - Attending and contributing to schedule meetings including preparing the agenda, taking and circulating the minutes and providing updates on editorial schedules
 - Assisting the rights and export department with overseas file supply

Terms: Full-time position, based in Melbourne.

Terms and conditions for the role will be discussed at interview.

Reporting: To the Art Director.

Salary: To be negotiated with the successful applicant according to expertise and prior experience.

Applications: Must include a cover letter, CV and response to Selection Criteria.

Applications should be sent, before 9am on Monday 15 January, to:

applications@textpublishing.com.au

Text Publishing is an equal opportunity, non-discriminatory workplace. We welcome applications from all candidates.