PRODUCTION EDITOR
JOB INFORMATION PACK

Join one of the UK's leading design agencies dedicated to editorial design

emcdesign

WHO ARE WE?

Based in a village just on the outskirts of the old market town Bedford, emc design is one of the UK's leading design agencies for the publishing industry.

We are passionate about what we do and have built up an unrivalled reputation in producing high-end multi-component (print & digital) resources for international educational publishing markets.

Bedford is a short distance from junction 13 on the M1 with good routes east to the A1 and Cambridge. London, St Pancras is 30 minutes by train. The centre of Bedford is just over 4 miles from our studio.

OUR VALUES

A first-class company – It's very important to us that we maintain our position as one of the best editorial design agencies in the UK; not only for our clients and suppliers, but also for our staff.
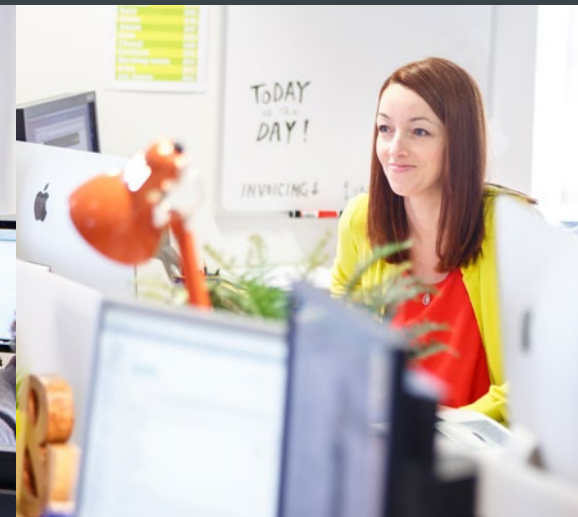
Constantly improving – It's the small things that count. By constantly making small improvements we believe we can have a significant impact – on our work, our industry and our community.

Best service – Quality, accuracy and creative excellence are fundamental to providing the best service, and we work hard to communicate clearly with our clients and suppliers.

Our community – From supporting local events and charities to engaging with our industry, community and people are really important to us.

Our working environment is really important to us and our studio space is open and light with eating and relaxing areas, air-conditioning, super fast broadband and space to grow for the next few years. There's also lockable bike sheds and showers for those cycling to work.

WHO ARE OUR CLIENTS?

Our clients are some of the top publishing companies in the world, and they choose their external partners very carefully. Clients return to us because we have a team of exceptional people who deliver stunning design, technically accurate files, and exceptional creative assets, on budget and to deadline.

We are proud to include as regular clients those listed below.

A large proportion of our work is in the field of English Language Teaching (ELT). This area presents some of the most complex material, structurally and visually, and thus provides some of the greatest editorial design and production challenges.

"Publishing is a fast-moving business that thrives on creativity and collaboration. With over 100,000 books published each year in the UK alone, publishing contributes more to the British economy than any other creative industry."

Anna Faherty, Visiting Senior Fellow, Publishing Programme, Kingston University

CAMBRIDGE UNIVERSITY PRESS OXFORD UNIVERSITY PRESS PEARSON EDUCATION BALBERRY PUBLISHING MACMILLAN EDUCATION PALGRAVE MACMILLAN CENGAGE AND NATIONAL GEOGRAPHIC INSTITUTE OF EDUCATION PRESS RED NOVA LEARNING FOLENS PUBLISHING KOGAN PAGE HARPER COLLINS RICHMOND ENGLISH (SANTILLANA) ILLUMINATE

PRODUCTION EDITOR JOB DESCRIPTION

Main Purpose of Job

The Publishing Services team is an integral part of the company which supplements and supports our core design services. The Production Editor role is crucial in supporting the studio with non-design tasks such as: proof-checking, carrying out corrections, text-formatting, picture research, artwork commissioning and project management within the production of the books and other material. A fundamental part of this role is to ensure the quality of work leaving the studio meets our exacting standards and meets deadlines.

Main Duties of Job

The main responsibility of this position is to contribute to the production workflow and to be a valued member of your team under the direction of the Publishing Services Manager.

This will include working, in a non-design capacity, on educational course material including printed books, CD ROMs, interactive PDFs, web screens, apps and eBooks and will include:

- checking work done by the designers for accuracy – both literal corrections and, with experience, maintaining the integrity of the design elements in production;
- carrying out instructions on marked proofs for editorial corrections and other non-design changes;
- checking your own work for accuracy;
- text formatting – importing text into an InDesign template/ document, formatting text into the correct styles using style sheets, tables, feature boxes, GREP etc (on the job training will be given);
- managing costs and schedules to ensure products are brought out on time, on budget, and to our quality standards;
- managing projects we have responsibility for packaging, including liaising with external suppliers and contractors;

- communicating closely with colleagues during the production process to ensure all information is accurate and available;
- in peak periods, to assist the art buyers with carrying out the research of pictures for use in published material using internet based sources;
- in peak periods, to assist the art buyers with commissioning illustrators for use in published material including checking editorial briefs and liaising with illustrators regarding keeping schedules, meeting briefs accurately and quality control of work supplied.

At times of pressurised deadlines you will be expected to work outside your contracted hours if asked, paid at the overtime rate.

The job will involve using mainly the Adobe suite of software as well as Microsoft Excel and Word to an advanced level.

A main part of the job is to maintain a 100% accuracy rate with proof-checking and spotting design inconsistencies and other elements on the page to maintain quality control and document integrity.
You will need to maintain our in-house quality control procedures, be aware of and responsible for producing work for delivery within the timescale laid down by clients and to be aware of progress in production within budget constraints – alerting your line manager if this is creeping over.

You will be expected to keep an accurate record of time spent on the projects you work on, both in a manual diary and using our studio management system.

This role would suit someone who has had experience working in a similar capacity in-house at a Publishers or for an external agency. The work is fast-paced and requires someone who has a meticulous eye for detail when applied to working quickly.

Salary

£19,500.00 – £25,500.00

The salary range for this role is intentionally wide, this enables people with a range of experiences to apply as well as provides room for progression within the role.

This is a full-time (37.5 hours, 5 days a week) role based at our studio in Oakley.

If you are not at Production Editor level but this type of role still interests you then please still apply as we have an Assistant level role for people to train and grow in.

SPECIFIC COMPETENCIES – PRODUCTION EDITOR

Competency description	Importance (0–10)
Qualifications	
A levels or higher in English based subjects (English Language, creative writing etc)	K
Proven experience and interest in the process of publishing and the industry, preferably editorial design and production experience.	K/S
An advance technical approach to using software and to be IT literate and skilled in Microsoft Office applications, specifically an understanding of Excel and Word.	K/S/A
Qualification or understanding of British Standard Proof marks (not essential but desirable)	K/S
Job specific skills	
Ability to manage multiple, complex projects, including multiple stake-holders (internally and externally). Familiarity with using Project Management software to do this.	A/K/S
Understanding of the editorial process through past experience. Knowledge of British Standard proof marks an advantage.	K/S
Aptitude in InDesign (preferably to an advanced level but training provided.)	K/S
Tenacious attitude and obsessive eye-for-detail when applied to (100%) accuracy in carrying out and checking editorial corrections and spotting inconsistencies of design elements of work in production.	S/A
Familiarity with using the internet for research – to assist in finding pictures for published material or for background material on the industry to increase our market knowledge.	K/S

Competency description	Importance (0–10)
General	
Excellent communication skills, in both written and verbal communication. A fluent command of the English language is necessary.	K/S
To be self-motivated and able to work unsupervised.	B
Excellent organisational skills – the ability to monitor progress in production to keep within budgets and to manage multiple complex projects successfully.	S
Ability to understand a brief – an analytical approach with an understanding of the financial aspects – to be able to identify elements that might have a cost or resourcing impact on the company.	K/S
Can-do attitude with a willingness to do everything necessary to get the job done.	A
Time management skills – keeping a diary (manual and electronic) and being effective with your own time.	S
A personable character to help develop good relationships with clients and suppliers to the benefit of the company; and able to get on with other staff with a collaborative approach to working.	A/B
Knowledge of the Publishing industry and understanding of current issues facing the industry.	K
Ability to problem solve (technically & creatively) – not to give up in the face of difficult challenges.	K/S/A
Ability to manage more junior members of the team in the absence of Publishing Services Manager	S/A
To contribute to the successful running and sustainability of the company.	A/B
A full UK driving license would be an advantage but not essential.	S

K = Knowledge S = Skill A = Attitude B = Behaviour

PRODUCTION EDITOR APPLICATION PROCESS

1 Please send a short covering letter (one page max) outlining why you might be suitable for the job and your CV to:
jobs@emcdesign.co.uk

2 We will compare your details against our job criteria and if we think you would be a good fit, we will then contact you and invite you to the next stage of our recruitment process which will be to complete our online application form.

3 Suitable applicants who meet the person specification will then be invited in for interview.

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If you are not at Production Editor level but this type of role still interests you then please still apply as we have an Assistant level role for people to train and grow in.

Our interview process will be with a (Director-level) interview panel with a full conversation about the company and the role. There will be a tour around the studio, then questions that are job-specific as well as questions that are about your own personal situation (based on the information supplied in your application form).

We will then finish the interview process with some short competency tasks that reflect the type of work the job comprises.

EMC Design is an Equal Opportunities Employer.
Please let us know if you need any assistance with your application.

Best of luck with your application

emcdesign

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