

Job title

Production controller or production assistant, part-time or fulltime

The company

UIT is a successful independent publisher based in Cambridge, with two separate and well-respected imprints. UIT Cambridge specialises in popular science; our *Without the hot air* series makes important and complex subjects accessible to the lay person. Green Books has a decades-long reputation for books on sustainability, from the politics and economics of sustainability, to sustainable building and organic gardening

Job description

The job spans editorial and production, project-managing our forthcoming books. It is a superb opportunity to be exposed to every part of publishing, from commissioning, to editorial meetings, and from cover design to choice of title and deciding how to promote new titles.

You will be involved at every stage, shepherding a new book through its production, from paper selection, through to printer's proofs and finished books delivered into the warehouse:

- * arranging printing of new titles, and the production of ebooks.
- * controlling stock, and scheduling reprints of backlist to ensure all titles remain in print.
- * with colleagues, gathering, checking and publishing the information (“metadata”) about current and forthcoming books on the systems that inform the publishing and bookselling industry of existing and new titles.
- * liaising with authors & freelancers; managing budgets; quality controlling sub-contracted editing and proofreading work; ensuring all stages delivered on-time.

Pay/benefits

£20,000- £28,000 pro rata, depending on experience and skills.

20 days holiday, statutory pension contribution, training scheme

Other information / person specification

Good educational qualifications, any degree discipline: your degree subject isn't important - we have as many natural scientists as linguists.

You **MUST** be very well organized, and able to juggle multiple projects simultaneously, manage budgets and meet deadlines.

You need a good eye for detail, to catch errors or suggest corrections at proof checking stage. The quality of the book the reader finally buys depends on your work.

You don't need to be able to edit or proofread, but as you are quality-controlling other people's editing, editorial experience would be advantageous.

You must be comfortable dealing with people, because producing the forthcoming books requires constant liaison with authors, external contractors, freelancers and suppliers by email and telephone. You must ensure that work is done in the way we want, to the standard required, and on budget; you will occasionally have to be assertive to do this.

Publishing today is computer intensive and "process driven". You need to be:

- * confident using a range of systems (almost all of which are now web-based).

- * quick to learn new electronic systems, because processes evolve in this rapidly changing industry.

- * numerate: the stock-control system requires basic spreadsheet skills and confidence working with numbers.

- * (optionally) experienced in of Adobe InDesign or Photoshop.

To apply

By email only, to jobs-2019@uit.co.uk

1. A cover letter, outlining what you want to achieve in your career, why you are suited to this job, and anything else you think is important.

2. Your salary expectations.

3. Your CV, giving full educational qualifications, experience, and your outside interests.

Vacancy classification

Arts, heritage & libraries

Environment

Media

Publishing