

## Production Coordinator

Princeton University Press (PUP) seeks a Production Coordinator who is a skilled multi-tasker with strong logistics & coordination experience, interpersonal skills, and has a genuine interest in books, academia and publishing. The Production Coordinator assists the Production Manufacturing team and is responsible for procurement and production of frontlist and backlist print editions. With supervision of the Production Manager, this position works closely with the Production Editorial, Editorial, Design and Digital Production Teams, as well as outside composition and print vendors to produce high quality print and eBooks on very aggressive schedules.

### *Responsibilities include:*

- Create reprint records as directed by Inventory Manager within PUP's internal title management system (Biblio). Confirm projected costs meet predetermined targets, confirm orders and enter preliminary schedule parameters.
- Prepare Purchase Order(s) within PUP's title management system and action with vendors. Route proofs for approval, traffic materials as needed.
- Work with direction of the Reprint Manager to ensure required corrections are implemented and approved, report changes to Digital Production team to update all formats (ePUB, Audio, etc).
- Proactively monitor production schedules and ensure integrity of internal title management system. Clearly communicate changes or delays clearly to Production Manager/Director in a timely manner.
- Maintain accurate specification and scheduling information in company database.
- Coordinate title migration from offset to digital printing platforms as needed to meet schedule and cost needs. Works with Digital Production team to ensure file setup and prep is correct.
- Facilitate digital assets collection as required for POD / SPR nominated titles; confirm eligibility, source assets within archives, upload correct metadata to supplier(s), route proofs for approval. Future: Audiobook file preparation.
- Attend and participate in weekly production staff meeting.
- Aspire to work under minimal supervision, keeping Production Manager informed of any service disruption or vendor quality issues. Communicate such issues to the vendor in collaboration with Production Manager.

### *Qualifications:*

- Bachelor's Degree, and at least 2 years of experience printing/publishing or relevant work experience.
- Prior professional experience may be substituted for educational requirements.
- Able to take direction and collaborate well with a diverse team of internal and external stakeholders.
- Must be creative, highly organized, and detail oriented.
- Must be flexible and able to prioritize in the face of high-volume work.
- Proficiency in Excel, basic math, calculating, analyzing and organizing data.
- Thorough, accurate, and articulate verbal and written communication skills.
- Experience with digital asset management systems.
- Seeks continuous improvement and innovative solutions.
- Maintains grace under pressure in a high-volume, fast-paced environment.
- User knowledge of Biblio title management system a strong plus.

The Press provides a comprehensive and affordable benefits package and is located in a historic building on Princeton University's campus that is walking distance from downtown Princeton and New Jersey Transit with easy car access to Route 1.

Email resume and cover letter to [resumes@press.princeton.edu](mailto:resumes@press.princeton.edu). Include salary requirements in cover letter.

EOE/AA/M/F/D/V

*Princeton University Press is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*