



POSITION DESCRIPTION

Position title	Production Manager	
General description	Sets and ensures schedules, quality standards, and best practice workflow for the digital and print publication of the society's peer-reviewed journals. Serves as main point of contact for composition, production, cataloging and indexing, and publishing partner vendors. Manages XML and related tools for the department. Manages 4 direct reports who have hands-on responsibility for the publication of two journals each, from accepted manuscript to publication stages. Collaborates effectively with a stellar senior management team.	
Reports to (title)	Publications Director, Editorial & Production Department	
Department	Editorial/Publications	
Status	Full time, Exempt	Date: 3/15/19

Major Duties and Responsibilities

Rank	Duty/Responsibility	Percent time
1	Journal Production Oversight	60%
	Oversee journals production for continuous publication workflow, including monitoring of performance indicators (time to publication, turnaround times for various steps).	
	Serve as point of contact with compositor/printer vendor; setting, reviewing/approving journal production schedules; ensuring content is delivered and manufactured on time, on budget, and to contracted levels of quality; resolving problems; and planning for future production changes.	
	Interact with other production vendors: Inera (eXtyle XML processing), eJournal Press (as necessary, for metadata export from peer review system and JPS production tracking system implementation, maintenance, and upkeep), and Atypon (online publishing platform and coding requirements) in liaison with Peer Review Manager and Associate Publisher, Digital.	
	Manage Journal Supervisors (JS), who directly supervise the editing and production of the journals, to ensure adherence to workflow standards and processes; resolve questions regarding QA of online content (e.g., assist with decision when to approve files or request revisions at the final online publication stage); ensure JS keep their journal materials (front matter, mastheads, instructions for authors) up to date.	
	Provide production workflow guidance and training (check-in, copy-editing, XML file validation, proof, and issue lineup) and mentoring support for JS, and others as required, across the department.	
	Maintain technical documentation such as user's manuals, training materials, installation guides, and reporting needs.	
	Liaise with publishing partners providing and seeking production guidance.	
	Ensure accuracy and timeliness of deposits to third party indexing services carried out through our vendors.	
	Maintain and improve own technical skills related to front-line production and publishing tools.	
2	XML Management	40%
	Serve as in-house expert in XML coding standards, eXtyle usage, validation quality control,	



	and training of new users.	
	Troubleshoot tagging/coding problems (interacting with both staff and vendors) and advise how new content elements should be coded and deployed (including technical specs of unique format changes, XML software updates, and validation QC).	
	Manage Document Type Definition (DTD) control in coordination with Digital Publications department and production vendors) to ensure APS is using the most appropriate (and up to date) DTD.	
	Work with APS IT to manage software updates and deployments as well as metadata integration for invoicing processes (data export, processing).	

Incumbent is expected to perform other duties as assigned by the Executive Director in support of the organization's goals and the Society's needs.

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
Journal Supervisors	4	X	

Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system)	Minimum Proficiency	
		High school		Knowledge of English grammar/punctuation	C
		Prof/technical		Knowledge of science	B
		College courses		Organizational skills	C
	X	Bachelor's degree	English or life sciences	Knowledge of scientific editing styles and markup	C
		Master's degree		Management skills	C
	X	Other	3-5 years' experience in STM journal production	Knowledge of journal production	C
			Knowledge of XML with Schematron knowledge a plus	C	

Decisions	Give two or three examples of decisions you make or actions you may take without prior approval.	Accept/reject XML tagging and format by copy editor Negotiate changes with authors to adhere to cost, style, schedule, and practicality Approval of annual leave
		Give two or three examples of decisions you refer to a higher authority.

Guidelines	Indicate any special policies, formal procedures, or precedents that guide your work.	Editorial guidelines and policy (ethical, copyright, funding) APS eXtyle coding guidelines APS Style Manual
		Indicate the work that requires you to apply the greatest amount of judgment.



Challenges	Briefly describe the most difficult problems you encounter and complex tasks you perform in your work.	Balancing departmental policy and workflow standards with Editor's requests and technical constraints. Maintaining up-to-date knowledge of XML tools and prioritizing technical upgrades to systems.
	Briefly describe the work which provides the greatest opportunity to use new or different methods or innovative approaches.	In-house: Investigating and recommending to senior managers most useful emerging trends and tools. Out-of-house: Working effectively and professionally with external contacts (vendors, Editors, and authors).

	Position	Department/Organization	Purpose
APS Internal and External Relationships	Journal Supervisors	APS Publications	Provide oversight and mentoring
	Publications Director, Editorial & Production	APS Publications	Report on journal status, discuss problems related to journal production or staff
	Associate Publisher, Digital	APS Publications	Collaborate on online publication and metadata standards
	Peer Review Manager	APS Publications	Provide information , Seek guidance/information on issues following manuscript from pre- through post-acceptance
	Associate Publisher, Ethics and Policy	APS Publications	Liaise on policy matters and seek advice
	Associate Publisher, Art	APS Publications	Request art changes and approvals
	Chief Publishing Officer	APS Publications	Provide information, report ethical issues
	Copy Editors on journal	APS Publications	Assist with technical questions
	Freelance editors/proofreaders	APS Publications	Assist with editing questions
	Marketing Specialist	APS Marketing	Check/approve journal-related advertising campaigns
	IT Managers	APS IT	Collaborate on XML technical tools and author invoicing
	Authors	APS and non-APS	Request information/clarification; answer questions
	Printer customer service representative	Cenveo (vendor)	Discuss deadlines/problems; journal liaison, answer questions
	XML support representative	Inera (vendor)	Discuss eXtyles updates; journal liaison; troubleshooting
Production system (JPS) representative	eJournal Press (vendor)	Discuss JPS implementation and updates; troubleshooting	

Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows</p> <ul style="list-style-type: none"> Occasionally requires lifting materials of approximately 20 lbs. Often requires computer responsibility which involves extensive use of keyboard, mouse and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> Dayshift hours primarily Travel and other work related assignments on weekends is possible.