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| Job Title: Production Manager | Full-/Part-Time: full-time |
| Department: SBL Press | Salary/Hourly: salary |
| Reports to: Director, SBL Press | Benefits: retirement, medical, and dental |

Position Overview

The Production Manager is responsible for overseeing most aspects of SBL Press book production (from receipt of finished manuscript through printing), as well as the printing of the Society's *Journal of Biblical Literature (JBL)* and various of SBL Press's external relations.

In this capacity the Production Manager is responsible to manage and/or perform tasks in the following broad areas: book production, journal printing and distribution, external relations, and record keeping and reporting.

Essential Job Functions

Book Production

- monitor and update production schedules, to ensure that copy editors, typesetters, authors, and editors meet their respective due dates
- collect the information necessary for issuing publication contracts, issue the contracts, and ensure that signed contracts and associated paperwork are received and properly filed and distributed
- create physical and electronic (database) book files, then periodically check and maintain the information in those files
- assign ISBNs for all three editions of each title via the Bowker website, then record the ISBNs in the SBL Press database
- review approved manuscripts, then assign them to appropriate copy editors; copy edit an SBL Press manuscript twice a year
- coordinate the distribution, correction, and approval of proof pages with series editors and authors or editors
- file for Cataloging-in-Publication information; after publication, file for copyright with the Library of Congress
- review and preflight all PDF printer files, set up books with the appropriate printer, upload files for printing, place the print order, and approve printer proofs and authorize printing
- solicit bids for offset printing when the Director indicates that print-on-demand may not be the best option
- as needed, assist authors and editors with the preparation of printer-ready PDF files; create the front matter (pages i–iv) for all PRF books
- collect and authorize for payment (including assignment of proper accounting codes) all production-related expenses (e.g., freelance invoices, editor payments)
- coordinate with the technology department the posting of e-books published in SBL Press's two open-access series

Journal Printing and Distribution

- secure from the *JBL* subscription manager the number of each issue that need distribution, as well as the address labels to be supplied to the printer

- place order with the printer, supply address labels, review page proofs, authorize printing, review and approve advance copies for shipment and process the invoice for payment by accounting
- receive *JBL* e-offprints from the typesetter, add watermarks, and distribute the files to *JBL* authors
- report to the *JBL* Managing Editor the following items: printing schedule for each issue, the number of issues printed, and the cost of each print job
- every September, complete the annual filing for the postal periodical permit for *JBL*

External Relations

- external series: coordinate with Brown Judaic Studies (BJS) and its freelancers all matters related to BJS's own production of book interiors; and compose in InDesign and output to PDF the cover files for books published by BJS
- external publisher: receive from the Director the annual list of Brill titles SBL will reprint, then coordinate with Brill and other SBL Press personnel the processing and printing of those books, including CIP filing and preparation of front matter files
- distributed titles: coordinate addition of Sheffield Phoenix titles to SBL's distribution warehouse and monitor inventory levels
- rights and permissions requests: respond to requests involving all SBL titles; collect fees for use of material, then code and submit payments to accounting

Record Keeping and Reporting

- review inventory receipts from our distributor and confirm those reports with accounting
- monitor inventory levels on a weekly basis and review back-order reports on a daily basis, then recommend to Director candidates for reprinting; manage reprinting of any approved titles
- prepare periodically a report of all production expenses, such as copy editing, typesetting, cover design, permissions, copyright, and printing

Qualifications and Skills

- demonstrated experience editing, copy editing, or proofreading academic books in the field of biblical studies
- competency with the usual software programs for book publishing, such as MSWord, MExcel, and Acrobat; facility with InDesign, Photoshop, or Illustrator is a plus
- technological aptitude for learning software needed to maintain records and create reports or to apply appropriate developments to the production work flow (e.g., Unicode fonts, XML)
- independence and ambition not only to recognize needs or problems but also take the initiative to meet or solve them
- ability and willingness to manage freelance publishing professionals *and* to perform the same tasks with a high level of expertise
- personal commitment to meeting challenges, solving problems, and broadening one's own skill set and knowledge of publishing and its many technological advancements
- graduate-level training (MA or PhD) in some area of biblical studies or its cognate fields is a plus

About the Society of Biblical Literature

The Society of Biblical Literature, founded in 1880, is the oldest and largest learned society devoted to the critical investigation of the Bible from a variety of academic disciplines. The mission of SBL is to "foster biblical scholarship," which it accomplishes by organizing academic conferences, publishing

books and journals, providing professional support for members, and advocating for the humanities in higher education. SBL offers its members opportunities for mutual support, intellectual growth, and professional development and is a member of the American Council of Learned Societies. The Society is an independent, international nonprofit 501(c)3 organization, with its headquarters in the Luce Center on the campus of Emory University.

To Apply for the Position

Please send a résumé and a cover letter to Bob Buller at bob.buller@sbl-site.org. We invite you to visit our website at www.sbl-site.org to learn more about the Society.