

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: EDITORIAL & PRODUCTION SERVICES Level B2, Pay Grade 8

LEVEL DEFINITION	This level covers positions responsible for overseeing the management of all book projects.
TYPICAL RESPONSIBILITIES	May include: managing all book projects in production; assigning specific book projects to in-house editors; selecting, contracting, managing and assessing the work of freelance copy-editors, proofreaders, technical artists, indexers, designers, typesetters and printers; establishing production schedules for all book projects; administering book project budgets; liaising with the editorial and marketing departments regarding progress of book projects; and ensuring compliance with legal requirements.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding the management of all book projects.
SUPERVISION RECEIVED	Works independently to meet defined goals. Work is reviewed in terms of effectiveness of management of all book projects.
SUPERVISION EXERCISED	Manages staff and contract service professionals.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of five years of related experience, or the equivalent combination of education and experience.