

## **Job Description**

**Job Title:** Print Publishing Production Supervisor

**Report to:** Director of Publications & Editorial

**Job Category:** Full-time

**Classification:** Exempt

### **Summary of Position**

Reporting to the Director of Publications and Editorial, this position will manage the day-to-day activities involving the production of ARRL books and magazines, from design and layout, to release of production files to the printer, to warehouse delivery of finished product.

This is a full-time, on-staff, on-premises job, located in Newington, Connecticut.

### **Major Duties and Responsibilities**

- Manage projects to meet scheduled deadlines across multiple editorial calendars, resolving problems as they arise.
- Liaise with various printers on behalf of various ARRL departments to obtain quotes, spec projects, schedule printing projects, approve proofs and arrange delivery dates.
- Work with editorial and production staff on layout, design, scheduling, and deadlines for projects.
- Coordinate with other ARRL departments (primarily Marketing, Advertising, and Warehouse) on projects/deliveries for those departments, to understand project parameters and schedule the projects into their workflow.
- Aggressively negotiate with printers for optimum project pricing.
- Research new vendors and techniques with an ongoing effort to reduce production costs.
- Design and execute layouts for books, magazines, and ads with a high degree of attention to detail, accuracy, and efficiency.
- Lay out and check book and magazine advertising pages for size and color. Provide printer with any pages that present concerns (two-page spreads, low-res files, etc.). Approve pages on Insite and give approval to print.
- Liaise with other vendors (digital publishing/eBook conversion, DVD production, etc.) to obtain quotes and schedule projects.
- Consult with Editorial and Marketing to develop the specifications for individual titles.
- Obtain cost estimates for titles, including multiple options for a variety of formats and quantities.
- Issue prepresses and manufacturing purchase orders and approving invoices.
- Keep abreast of current and emerging print and digital publishing processes and standards to move ARRL publications toward improved digital delivery.
- Keep abreast of current and emerging design trends, to keep ARRL publications at the forefront of the market.
- Work with editorial and production staff to develop book project procedures and workflows.

- Approve books prior to acceptance into the warehouse and negotiate with printer in the event of unacceptable printing and/or condition.
- Archive final print files.
- Other duties as assigned.

### **Expectations**

- Contribute to creating a positive energy and fostering a team atmosphere, showing excitement and pride in the team's work, and being accountable for results.
- Schedule and manage publishing projects to meet all production, print, and delivery deadlines, and fall within budget.
- Design and lay out books, magazines, and other publishing projects in a way that positions ARRL publications as a leader in our content area.
- Execute layouts and changes to layouts with a high degree of accuracy and efficiency.
- Develop and maintain strong, constructive relationships with internal stakeholders and external contractors and vendors.
- Be a key player in moving ARRL's publications into a new era of digital delivery.
- Maintain a high degree of organization (projects, files, materials, etc.).

### **Knowledge and Skills**

#### **Experience:**

- Five to seven years in a publishing production environment.
- Extensive knowledge of prepress, color correction, printing, binding, and special effects.
- Extensive knowledge of digital publishing technologies and formats.
- Strong commitment to meeting deadlines.
- Proven ability to manage multiple projects at a time, within budget and meeting all deadlines.
- Proven skills in design and layout of print and digital publications.
- High degree of organizational skills.
- High degree of resourcefulness, tenacity, and creative problem-solving skills.
- Proficiency with Adobe Creative Suite (especially InDesign, Photoshop, and Acrobat) and Microsoft Office (especially Word).
- Proficient basic math skills to accurately estimate and evaluate production and printing quotes.
- Excellent verbal and written communication skills.

**Education:** Bachelor's degree, preferably in English, communications, or journalism.

#### **Interpersonal Skills:**

- The ability to be clear, specific, professional, and courteous in spoken and written communication.
- Work normally involves much personal contact with others inside and/or outside the organization for the purpose of first-level conflict resolution, building relationships, soliciting cooperation, and negotiating fees and delivery dates. Discussions involve a

higher degree of confidentiality and discretion, requiring diplomacy and tact in communication.

**Work Environment: Office**

To apply please submit your resume and cover letter to [hr@arrl.org](mailto:hr@arrl.org).