

Job Description

Position Summary

Holiday House, a leading publisher of books for children, seeks a Production Director. This position oversees manufacturing for all Holiday House, Pixel + Ink and Peachtree titles as well as production staff in NY and Atlanta. The role is a key part of the management team and acts to provide direction and support in meeting financial, operational, and creative goals while managing significant operational expenses for the company.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Act as key member of senior management team, reporting in to the Group Production Director
- Oversee production team for all relevant processes; training and guidance provided based on experience level
- Work with Group Production Director and collaborate with Walker Books Group companies to implement supply chain improvements and solutions
- Manage manufacture of high-profile front list titles (up to 25 per season) and all custom publishing; including but not limited to special sales, book clubs, foreign editions, and co-editions
- Ensure the Production team processes multiple reprints in hardcover, paperback, board, and novelty.
- Work closely with designers and editors in planning and project management.
- Prepare estimates, print instructions or purchase orders, and shipping information through company database
- Weekly reporting of schedules at production meetings.
- Review proofs for corrections/approval for assigned titles
- Expediently review invoices, resolve any discrepancies and approve for payment.
- Identify and provide solutions to problems as they arise in-house and at vendors.
- Oversee safety and CPSIA compliance for Holiday House and Peachtree, and provide sales with the necessary forms for their customers
- Oversee timely and efficient use of Biblio and use of scales for work across the team
- Work collaboratively with Group Production Director per issue for decision making, agreement of course of action, and approvals.
- Ensure that chosen suppliers meet our Ethical Supply Chain standards and fulfil auditing / certification requirements

Skills & Qualifications

Education/Experience:

- Advanced technical color book production knowledge and significant proven experience in 4/c book production—especially working with overseas vendors and children's books
- Proven track record of leading a team

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- Experience working with Biblio
- Excellent communication (both written and verbal) and interpersonal skills.
- Proficient in Microsoft Word, Excel, Adobe Suite, and basic database maintenance
- Solutions-focused approach to resolve issues promptly
- Ability to handle oversized and sometimes heavy artwork and proofs.

This is a full-time position located in New York, NY with the option for hybrid work. The annual salary range for this role is \$110,000-\$125,000 based on experience. A comprehensive benefits package is offered including medical, dental, life and disability insurance coverage; flex spending and 401k plans, voluntary benefits, generous paid time off and much more! If you wish to be considered for this opportunity, please forward a cover letter, resume and design portfolio to careers@candlewick.com referencing "Production Director."

All children deserve to see themselves, their families, and their communities represented in the books they read. As children's book publishers, it is our goal to ensure that the books and content we publish authentically and joyfully reflect the world around us. As an employer, we are committed to creating and maintaining a supportive working environment where everyone is included, valued, and empowered to do their best and most creative work. As an equal opportunities employer, we welcome candidates from all backgrounds without regard to race, ethnicity, gender identity, sexual orientation, age, disability, religion, sex, or any other characteristic protected by law and those not yet protected by law.

To Apply: submit a resume and cover letter via e-mail to careers@candlewick.com, referencing "Production Director"