

## **Senior Production Manager**

This is an exciting opportunity to join The Walker Books Group, one of the world's leading publishers of books and content for young readers, renowned for its truly original publishing and outstanding quality. Reporting to the Production Director of Holiday House & Peachtree, this position will manage a Production Controller, oversee production for new and reprinting titles, and oversee Holiday House compliance for safety testing and CPSIA regulations.

### **Responsibilities include but are not limited to the following:**

- Generate and track schedules, and oversee production for own list of 15-20 titles per season of frontlist picture book, fiction, board book, novelty and paperback titles from reproduction of artwork to delivery of bound books.
- Work closely with designers and editors in planning and project management.
- Weekly reporting of title updates and schedules at status meetings.
- Review proofs for corrections/approval for assigned titles, and ensure they are circulated and returned on time to remain on schedule.
- Work with vendors to negotiate costs, select materials, and order color scanning/reproduction and printing.
- Prepare estimates, print instructions, purchase orders, and shipping instructions through company database.
- Receive and approve advances for assigned titles, and ensure they are distributed in a timely manner to the appropriate distribution list.
- Ensure specifications, print instructions, and scales for assigned titles are entered into company database promptly.
- Work with wider Production team to ensure all P&Ls for the season are submitted on time.
- Ensure scales are being used and titles are placed with the appropriate printer when issuing Pos.
- Train and mentor junior team members to provide education on production specifications and procedures.
- Attend meetings with vendors as needed to develop and maintain positive working relationships.
- Oversee safety and CPSIA compliance, and provide sales with the necessary forms for their customers; work collaboratively with 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 fulfill auditing / certification requirements of the customers that the Sales team engages with (i.e. Costco, Target, etc).
- Work with Production Director to ensure workflows are being followed and escalate issues as and when needed.

### **Skills/knowledge/experience:**

- Significant proven experience in 1-color and 4-color book print production required. Previous book and novelty production experience in a children's publishing environment is strongly preferred.
- Solid knowledge of printing processes / binding, safety testing and social compliance.

- Demonstrates clear understanding of the economics of production and publishing with a willingness to support the financial goals of the company while also using creative problem-solving skills to maintain the highest standards of design and production quality with the ability to work collaboratively with design, sales, finance, and other members of the team to meet these goals and quality standards.
- Highly motivated, proactive, detail-oriented, and possess excellent organization, communication, and interpersonal skills.
- Proven ability to handle multiple projects and tasks simultaneously and efficiently and deal with issues diplomatically and tactfully.
- Proven ability to develop and maintain strong working relationships with staff and vendors.
- Biblio experience is preferred but not essential as training will be provided.

This is a full-time position based in New York, NY with the option for hybrid work. The salary range for this position is 70-75k based on experience. A comprehensive benefits package is offered including medical, dental, life and disability insurance; flex spending and 401k plans, voluntary benefits, generous paid time off and much more!

*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 [us-careers@walkerbooksgroup.com](mailto:us-careers@walkerbooksgroup.com), referencing "Senior Production Manager "