

City Lights Publishers

Design and Production Manager Position

City Lights Publishers was founded by poet Lawrence Ferlinghetti in 1955, two years after he opened his now-legendary City Lights Bookstore. We are dedicated to the role that books and bookstores play in the cultivation and dissemination of human knowledge and experience.

We are looking to hire an experienced Design and Production Manager to oversee the production of approximately 15 titles per year. The person in this role will shepherd books through the entire production process, from creative inception to getting physical books into the distribution warehouse and ebooks into that distribution chain.

Responsibilities include setting and maintaining schedules; corresponding with editors; supervising the work of freelance copyeditors, proofreaders, and indexers; serving as the liaison to designers; serving as the liaison to printers; overseeing all stages of page proofs, digital proofs, jacket and cover proofs; and close collaboration with acquisitions and marketing teams.

* The position of Design and Production Manager is a part-time position (24 hours/week) and remote.

Objectives of this Role:

- Supervise the production of new publications, from receipt of edited manuscript through printed book/epub.
- Manage multiple projects while maintaining high standards of quality control and tight production schedules.
- Coordinate with and inform Publisher, Marketing/Publicity, and Distribution regarding scheduling, planning, and trafficking to meet deadlines.
- Hire and supervise the work of freelance copy editors, proofreaders, and indexers.
- Review submitted materials at manuscript stage to identify and troubleshoot potential production problems.
- Serve as liaison to designers, production, and manufacturing.
- Manage print vendors (print/ebook), from RFQs to providing print files, to checking proofs, to shipping instructions.
- QC and preflight files to ensure compliance with file naming protocols, folder structures, printer specs, font standards, and stylesheets.
- Document and maintain departmental standards for preflighting and templating.
- Flow manuscript into InDesign templates based on design specifications and input corrections into existing InDesign files.
- Create and design various materials for print and digital collateral including ads, posters, press releases, social media and website graphics, etc.
- Provide creative direction for the company as well as manage and uphold brand guidelines.
- Perform retouching and manipulation of images.
- Design 5-10 book covers per year.
- Manage any ongoing design work as needed for citylights.com.
- Examine existing processes, identifying flaws and creating solutions to improve.
- Update and maintain internal databases of designs, photography, and files on Dropbox. Maintain digital archives of completed products.

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Skills and Qualifications:

- Working experience managing print projects, possessing a strong knowledge of traditional and digital printing.
- Thorough knowledge and hands-on experience with all phases of book production, including thorough knowledge of InDesign.
- Understanding of basic rudiments of art and design.
- Knowledge of layouts, graphic fundamentals, typography, print, and the web
- Experience in implementing document design templates.
- Demonstrated proficiency in file transfer tools (DropBox), file conversion and management.
- Proficiency in the Adobe Suite (including Illustrator, InDesign, and Photoshop) and Google Workspace.
- Ability to effectively manage workflow with multiple projects simultaneously.
- Ability to work independently.
- Meticulous, organized, and consistent attention to detail.
- Excellent communication skills.
- Ability to interface with internal departments and external book publication/production community.
- Ability to supervise the work of others.

Applicants should have at least five years print and ebook project management experience in book publishing, working knowledge of print manufacturing processes, effective organizational and multitasking abilities, and a talent for clear communication. An ideal applicant would feel a resonance with the books that City Lights has published, and a desire to contribute to its ongoing publishing project.

To apply:

Please send resume, cover letter and portfolio to: publishers@citylights.com

