



WILLIAM H. SADLIER, INC

JOB DESCRIPTION

Position: Project Manager, TOP

Department: Publishing

Summary:

Working with internal departments and outside vendors, the Project Manager is responsible for ensuring the timely and successful delivery of multiple print and digital publications, on budget and within the Company publishing plan. This position reports to the Production Director.

Responsibilities:

- Manage projects from manuscript to final print or digital deliverable, within budget, on schedule, and adhere to the high quality standards set by William H. Sadlier, Inc.
- Create and maintain detailed component schedules in conjunction with all involved internal and / or external vendor teams
- Provide detailed reports to Program Manager on project status, risk assessment, and completion of project tasks and/or project team deliverables
- Supervise all phases of production, both print and digital
- Facilitate weekly status meeting; distribute meeting notes and established workflows and procedures
- Organize and initiate project launch meetings for internal and external teams
- Work closely with Production, Editorial Design, Marketing, and Digital Media teams to ensure prepress- and/or digital-ready designs and file structure are adhered to
- Manage dependencies among cross-functioning teams
- Maintain responsibility for the quality checks through all stages of each project, including review of printer soft proofs
- Oversee the daily workload of assigned production, and/or full-service vendor(s) both on- and off-site
- Review, code, approve, and submit invoices from vendors
- Train and supervise Production Coordinators and Assistants as deemed necessary
- Assist Production Director as deemed necessary

Requirements:

- 5+ years of print production experience in educational publishing, with a background in digital content and delivery a plus
- Proven ability to successfully manage multiple projects simultaneously, on schedule and on budget
- Understanding of offset printing and digital publishing
- Experience with web and other new media and digital project management
- Proactive, detail-oriented, and self-motivated, with the ability to quickly evaluate problematic situations and provide workable solutions
- Keen interest in educational publishing, with enthusiastic approach to learning and applying new technologies and workflows
- Experience with content management systems (K4, SCEnt, etc.), learning management systems and workflows
- Must be able to effectively communicate with internal and external teams
- Demonstrative ability to work both independently and collaboratively, and as part of a large team in a fast-paced environment
- Ability to take on additional workloads and adapt to changes in team dynamics, workflow and procedures
- Working knowledge of Adobe CS6, Adobe Acrobat Pro, FileMaker Pro, Microsoft Office applications, and Microsoft Project
- Familiarity with applications such as Adobe XD and Invision desired
- Proficiency in commonly accepted scheduling and project management tools and methodologies



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- Familiarity with various prepress file types such as, packaged InDesign files, PDFs, Adobe Photoshop and Illustrator images, and XML exports, legacy Quark files, and font management systems
- Experience with HTML, CSS, JavaScript and coding a plus
- Exceptional verbal, written communication, leadership and persuasion skills
- Remain current with industry trends and changes
- Excellent references