

## **Job Title: Production Coordinator**

We are seeking a highly organized and focused Production Coordinator to work across our family of three children's book publishers: Holiday House, Peachtree, and Pixel+Ink. Production Coordinator will collaborate with in-house departments as well as domestic / overseas vendors to ensure economical practices, quality manufacturing and timely delivery of our award-winning children's books.

### **Core Responsibilities:**

- Independently overseeing production of 30-35 frontlist titles per season (Spring, Summer, Fall)
- Requesting vendor RFQs
- Estimating
- Creating and keeping schedules
- Prepress - trafficking materials / color correcting
- Maintaining spreadsheets / databases
- Administrative support for the production department

### **Qualifications:**

- Bachelor's degree from a four-year college/university with 2 years experience in 4-color print production.
- Proven ability to work well under pressure and with tight schedules.
- Solid problem solving skills to identify, analyze and recommend solutions.
- Excellent organizational and communication skills.
- Proficiency in Excel.
- Basic understanding of InDesign, Adobe Acrobat, Microsoft Word, Photoshop, Filezilla.

This position will work onsite in our New York, NY. office.

Candidates should send a resume and cover letter with the subject line "Production Coordinator" to [holiday@holidayhouse.com](mailto:holiday@holidayhouse.com)

We value and are actively seeking candidates with a diversity of talents and perspectives. All qualified applicants will receive consideration for employment without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status. We offer a competitive range of benefits and compensation.