

Job Title: Senior Production Manager

We are seeking an experienced Senior Production Manager to work across our family of three children's book publishers: Holiday House, Peachtree, and Pixel+Ink. The Senior Production Manager will be accountable for all aspects of production workflow and collaboration with internal teams and outside vendors to ensure economical practices, quality manufacturing and timely delivery of our award-winning children's books.

Core Responsibilities:

- Oversee production workflow for approximately 35 front list titles per season (Spring, Summer, Fall)
- Handle all aspects of prepress to create printer ready files
- Request and review manufacturing costs
- Consult and guide Editorial and Design on new creative formats
- Manage relationships with vendors and freight forwarder to resolve any issues that arise
- Collaborate with Marketing, Publicity and Sales to supply sales and review materials in a timely manner
- Attend meetings to provide and monitor production schedules
- Assist in training junior staff

Qualifications:

- Undergraduate degree from a four-year college/university
- Minimum 7-10 years prior production experience within book publishing
- Experience with 4/c color management a MUST
- Solid understanding of book making processes and materials
- Strong problem-solving skills to identify, analyze and recommend solutions
- Proven ability to work in a face-paced, deadline driven environment and maintain a professional and calm demeanor
- Excellent verbal and written organizational and communication skills
- Proficient in InDesign, Adobe Acrobat, Microsoft Office (predominantly Excel), Photoshop, Filezilla

This position is onsite in our New York, NY office reporting to the VP Director of Production.

Candidates should send a resume and cover letter with the subject line "Senior Production Manager" to 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.