 

Job Description: Book Designer and Typesetter

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| Position title | Book Designer | Salary | 24K - 30K |

* + 1. Role Purpose

The main purpose of the role is to design and typeset our open access books – including monographs, edited collections and textbooks. The post holder will work closely with the Editorial team in the design and typesetting process to create beautiful and accessible printed and digital editions, including embedded multi-media content where required. Careful management and creation of associated book metadata will also be important.

* + 1. Main Responsibilities

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|  | **Key duties and responsibilities** | **% time spent** |
| 1 | Pre-production | 10-15% |
|  | * Check images and any audio/video files
* Check covers coming from cover designer
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| 2 | Book Design and Typesetting | 70% |
|  | * Design and typesetting of titles using InDesign
* Writing and running scripts within InDesign to improve workflow
* Implementing and improving accessibility criteria for new titles
* Interacting with authors over proofs and inserting corrections
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| 3 | Post-production | 10-15% |
|  | * Submitting files to printers
* Creating and managing book metadata
* Managing workflows when ‘camera-ready’ pdfs provided by author
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| 4 | Addition duties may include (depending on expertise) | 0-10% |
|  | * Generating digital and ebook editions
* Design and typesetting books in LaTeX
* Creating handles for embedded content
* Developing software to create and improve workflows
* Developing production workflows for novel content
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* + 1. Person Profile

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| **Essential knowledge, skills and experience required for role** |
| **Education & qualifications** | * Bachelor level degree or higher.
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| **Specialist knowledge & skills** | * Working experience using InDesign, Photoshop, Word and Excel
* Ability to manage time, work independently and to understand how to prioritise tasks.
* Desirable: Experience using LaTeX
* Desirable: Experience with academic publishing and open access
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| **Interpersonal & communication skills** | * Good communication skills to interact effectively with editors and authors.
* Good internet connection and comfortable with interacting with colleagues remotely
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| **Relevant experience** | * Experience of working in a busy team with changing priorities.
* Experience of independently organising and prioritising work to meet delivery deadlines.
* Desirable: Experience working remotely in a team setting.
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| **Additional requirements** | * A capacity to apply and discuss new technologies.
* A capacity to suggest new ideas and solutions.
* A willingness to learn and adopt new technologies.
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