



Wits University Press is strategically placed at the crossroads of African and global knowledge production and dissemination. We are committed to publishing well-researched, innovative books for both academic and general readers. Our areas of focus include art and heritage, history and politics, biography, literary studies, women's writing, popular science and select textbooks.

Vacancy for a full-time Production Editor

Job Posting Title: IRC79043

Job Title: Production Editor (AD09)

Purpose:

The Production Editor is responsible for taking through production all books in Wits University Press' publishing programme. The position will suit a self-motivated individual with a thorough knowledge of print and digital book production processes. An eye for detail and the ability to work to strict deadlines are essential.

Key responsibilities include the following:

- Implementation and management of Wits University Press' production programme
- Management of freelancers and suppliers
- Management of production budgets and schedules
- Compilation of metadata.

Requirements:

- A bachelor's degree and minimum of three years' relevant publishing experience
- A publishing degree / diploma is a distinct advantage
- An in-depth knowledge of digital production processes
- An eye for detail and good design
- The ability to work under pressure in a small team
- Excellent organisational skills and the ability to work independently.

This position is based in Johannesburg, Gauteng.

For more information on the position, please contact Ms. Veronica Klipp: veronica.klipp@wits.ac.za or (011) 717 8700/1

www.witspress.co.za

Closing Date: 15 February 2019

To apply, please submit a covering letter as well a detailed CV with names, addresses, contact numbers and e-mail addresses of 3 referees. External applicants are invited to apply by registering their profile on the Wits i-recruitment platform located at <https://irec.wits.ac.za> and

The University is committed to employment equity. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the relevant employment equity plans and policies of the University. The University retains the right not to make an appointment and to verify all information provided by candidates.

Please note that correspondence will only be entered into with shortlisted candidates.

The University reserves the right not to make an appointment or to re-advertise.