

## **PRODUCTION ASSISTANT / COORDINATOR**

Van Schaik Publishers, a leading academic publisher and part of the Media24 Group, is seeking a production assistant or coordinator for tertiary textbooks in a variety of disciplines.

**Van Schaik Publishers is based in Pretoria.**

### **Qualifications and experience**

- The successful candidate should have a bachelor's degree in publishing, with a passion for design and production. The ideal candidate has at least one year's book production experience.
- The candidate should have excellent written and verbal skills in English (verbal and written skills in Afrikaans would be advantageous) and be a good communicator.
- Further requirements include proficiency in the use of InDesign, Illustrator and Photoshop, MS Word, PowerPoint and Excel, as well as email and the Internet. Knowledge of programs such as Dreamweaver and WordPress, or elearning programs, would be advantageous.
- The candidate must be able to function well independently and in a team, work under pressure, and meet stringent deadlines.
- He or she must be enthusiastic and have excellent interpersonal skills.
- The abilities to show perseverance, to work meticulously, and to show initiative are essential for the post.
- Administrative, planning and organising skills would be an advantage for the position.
- A sound knowledge of educational publishing and its environment would be an advantage.
- Experience in instructional design will be advantageous.

The **main purpose of the role** is to assist the production manager with the development and coordination of our digital products.

### **Key responsibilities**

- The coordination and development of ebooks
- The coordination and development of lecturer support material
- Versioning control of titles. Assisting the production manager in all aspects of the production value chain
- Corresponding and liaising with suppliers to specified quality standards and deadlines
- Working with and managing production budgets and production schedules
- Maintaining digital production administration systems and archives
- Liaising with relevant departments internally
- Assisting with web design and management
- Assisting with the production of special projects

A full job description will be made available to the candidates who are short-listed and interviewed. These candidates will be given a practical test to complete within a specified time.

This is a full-time position. The candidate will report to the production manager.

Applications can be sent via the following link: <https://vanschaik.simplify.hr/vacancy/rnbqte>

*Please indicate on your application to what extent you comply with the requirements.*

**Closing date: Friday 19 February 2021**

If you have not heard from us by the end of March 2021, you should regard your application as unsuccessful.

**Given the employment equity policy of Media24, preference will be given to suitable candidates from the designated groups.**

Van Schaik Publishers is under no obligation to fill this position.