

## **PUBLISHING MANAGER**

Van Schaik Publishers, a leading academic publisher and part of the Media24 Group, is seeking a publishing manager. The successful candidate may also be responsible for commissioning and managing his or her own list of publications.

Van Schaik Publishers is based in Pretoria.

### **Skills and competencies**

- The successful candidate will preferably have a degree in publishing or another relevant tertiary qualification, and will have approximately 8 to 10 years' experience in academic publishing and at least 4 years' experience in a senior role.
- The candidate will be a strong strategic thinker and will have acumen and experience in creating business plans and managing budgets, people, author contracts and copyright issues.
- The candidate will have a thorough understanding of the academic book publishing industry as well as the publishing environment and the publishing process.
- The candidate should have excellent written and verbal skills in English and be a good communicator.
- The candidate will possess strong leadership and interpersonal skills, be proactive, self-motivated, be able to work independently but also function well in a team, and must be dynamic, enthusiastic and confident.
- The candidate will show judgement, have an innovative mindset and demonstrate conceptual thinking.
- Organising skills, as well as exceptional time management skills and the ability to work under pressure to strict deadlines and budgets, are a prerequisite.
- The candidate will have high standards of quality control.
- Further requirements include proficiency in the use of MS Word, Excel and PowerPoint as well as email and the Internet.
- The candidate must be in possession of his or her own transport and a valid driver's licence.

The **main purpose of the role** is to develop, implement and manage the company's publishing strategy for commercial and operational success, and ensure that all publishing objectives are achieved.

### **Key responsibilities**

- Formulate and implement the publishing strategy for the various publishing lists across the company, to maximise revenue and to ensure that required budget and profit margins are achieved, as well as to align goals and strategies of the publishing division with key commercial objectives of the company.
- Identify, research, analyse and act on publishing opportunities and market trends in collaboration with the various divisions in the company.
- Plan, coordinate and manage the book publishing programme to ensure that deadlines are met, in conjunction with other departments.
- Compile and manage book publishing budgets to maintain profit margins, in conjunction with other departments.
- Oversee the drawing up of author contracts.
- Formulate and present required reports to executive management.
- Oversee stock management (including timeous reprints in collaboration with publisher, sales and production team).
- Liaise and work closely with the marketing department to ensure that turnover goals are achieved.
- Review existing operational procedures and identify and implement measures or structures to increase operational efficiencies or resolve problems, in conjunction with other divisions.
- Commission, research, and develop the frontlist and manage the backlist for one or more subject areas.

A full job description will be provided to candidates who are short-listed and interviewed.

This is a full-time position. The candidate will report to the General Manager.

Applications can be sent via the following link: <https://vanschaik.simplify.hr/vacancy/lq3suj>

*Indicate in a covering letter to what extent your application complies with the requirements.*

**Closing date**

**Friday, 5 March 2021**

If you have not heard from us by the end of April 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.