

The Production Manager is responsible for managing all aspects of print and digital production of SVS titles, managing the archive of files, and keeping the production schedule on track. To accomplish these ends, the Production Manager will:

- Supervise the SVS Press editorial team, including contractors.
- Manage the submissions process by collecting new submissions, distributing manuscripts and proposals to the editorial team, communicating with authors and translators, and organizing submission files.
- Manage the production schedule of print books, audiobooks, and ebooks, ensuring a high standard of quality of content, ensuring deadlines are met, and ensuring all the necessary pieces are prepared for release.
- Assist the bookstore manager and editorial team with the reprint process of print titles, including but not limited to tracking editorial changes, ensuring files are updated on all platforms, and communicating with printers.
- Assist the entire SVS Press team in obtaining quotes from printers, organizing and labeling files on the various storage platforms, gathering metadata, and ensuring proper management and archiving of all data related to SVS Press titles.
- Manage the production of audiobooks, including recruiting narrators, providing and obtaining files, communicating and coordinating with narrators and producers, uploading and approving files for distribution on various platforms, and any other related tasks.
- Manage the production of eBooks by coordinating with typesetters and the systems manager.
- Coordinate with the editorial team, production team, designers, marketing team, and authors to keep projects on schedule and released on time.
- Coordinate with the editorial team and bookstore staff for delivery of all items required for sales of books at conferences and events.
- Coordinate SVS Press event schedules, staffing, vendor bookings, and travel & lodging of staff.
- Organize and coordinate signing of contracts and agreements for translations, as well as the calculation and authorization of royalty payments.
- Assist with sales of books at conferences and events, as needed.
- Assist with all other tasks related to SVS Press, as needed.

Required skills

- Detail-oriented and highly skilled in organization and time management
- Knowledge and experience with Amazon, Audible, ACX, Lightning Source, Dropbox, Brightpearl, BigCommerce, and MDL, or willingness and capacity to learn quickly.
- Copyediting experience
- Compassionate, kind, and hospitable personality.

- Knowledge and experience with the Orthodox Church.
- At least 2-3 years experience in a similar role.

This role reports directly to the Chief Marketing Officer and works closely with the Senior Editors, Systems Manager, Graphic Designer, and Bookstore Manager. Some travel will be required, as well as some weekend hours, from time to time. This position is full-time and includes benefits. This position can be remote, at the supervisor's discretion.

Please email resume and cover letter to swerner@svots.edu