

Job Title: Production and Design Manager

Reports to: Publishing Director

The Company

The Fastener + Fixing portfolio, part of the Mack Brooks Group, provides leading content in print and online. Since its launch in 1998, the flagship magazine has developed a world-renowned industry reputation.

The Mack Brooks Group is a leading international exhibition/trade fair organiser and publisher of business to business magazines, working throughout Europe, the USA and Asia. Established in 1965 the company is privately-owned, profitable and looks to expand its activities within media including exhibitions, publishing and the internet, by both new product development and acquisition.

The Position

We are looking for an experienced and talented Production and Design Manager to work across the portfolio of printed magazines and websites. The primary responsibility is the production, design and workflow of 1,000 pages per annum, including management of all print output and a digital magazine, to a tight schedule and within budget. This role could offer career development for the right candidate.

Responsibilities include: -

As a key member of the business, the Production and Design Manager's responsibilities include managing the day-to-day planning and organising of the production and printing of a bi-monthly printed magazine, an annual directory, plus overseeing the portfolio of websites.

Responsible for quality control and brand guardianship, ensuring guaranteed quality of publication design and layout, as well as promotional and exhibition materials.

Working with the Sales and Editorial team, as well as clients, to ensure all materials are published correctly, to established house-styles; and according to a strict schedule.

Update and maintain the copy chase and database lists and report on progress throughout the production cycle.

Working with advertisers, to develop advertising campaigns for print and online.

Control of the printing and distribution process, including procurement management of all print production and logistics – domestic and international.

Estimate costs and prepare budgets

Design and maintenance of Apple Mac studio network, in-house and for remote users. Technical support to Editorial department.

Experience and Skills required:

Proven experience as a Production Manager, with a minimum of 2 year's experience in a senior editorial/production role, preferably in magazine publishing.

Experience with cloud-based file management for team including GoogleDrive & DropBox. Maintenance and development of all online platforms using Umbraco. Understanding of cross-platform, responsive, UX design and digital publishing.

Solid experience with Adobe Creative Cloud: InDesign, Photoshop, Illustrator, Acrobat DC, XD
Office365: Word, Excel,
Google: Analytics, Docs, Sheets, Slides
Operating systems
OSX
Windows

Solid interpersonal skills

Excellent organisational skills

High attention to detail

Strong decision-making skills and a results-driven approach

The duties and responsibilities in this job description are intended to be indicative but not exhaustive of the responsibilities of the post holder. As Mack Brooks develops, the requirements of the job may develop and change. The post holder will be expected to adapt to these changes.