TRINITY COLLEGE LONDON	**Job Description**
JOB TITLE:	Production Co-ordinator
Accountable to:	Editorial Manager
Staff managed:	N/A

PURPOSE OF THE JOB

To ensure timely scheduling, production editing and production of for-sale music products, not-for-sale music exam support materials and music syllabuses, making sure appropriate deadlines are set and met and budgets are adhered to. To instil Trinity's core music values across all publications.

KEY ACCOUNTABILITIES & TASKS

- Implement scheduling for-sale and not-for-sale music books, syllabuses, examination papers and examiners' confidential tests. This covers both music notation and text documents in conjunction with the Editorial Manager

- To project manage the production of a wide variety of for-sale and not-for-sale music publications

- Develop good working relationships with all project-related external contacts – authors, composers, freelancers (editors, proof readers, typesetters, recording engineers, producers, designers and illustrators) monitoring their work

- Editing content and text setting of syllabuses and exam papers using DTP and music setting programs, for Music and Drama areas

- Project management of for-sale music publications (or elements thereof): layout design, typesetting, copyright administration and outsourcing as necessary

- Other music and text setting as required (e.g. of examining materials and exam admin materials)

- Responsibility for print buying and stock control in conjunction with Head of Music Publishing

- Management of for-sale music book reprints

- Updating publishing area of the company website

- Working on layout and design of covers, and on music exam promotional materials as allocated

- To ensure a consistent house-style (quality, accuracy, design and brand management) in all documents produced, in conjunction with the existing team

- To make sound print-buying judgments, showing an awareness of cost-effectiveness and quality management

- To answer technical music and publications issues from members of the public, publishers etc. when necessary

- To attend meetings, committees and conferences, and UK and overseas trade fairs as necessary

JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST

- Experience of production in a music publishing environment.
- Sound levels of experience in proofreading text and music and in-print production processes.
- Degree-level musical knowledge and theoretical understanding.
- Project management skills.
- Freelance contacts in music publishing/text setting networks.
- Excellent IT skills, especially of music-setting programmes (e.g. Sibelius) and desktop publishing programmes (e.g. Adobe InDesign),
- A meticulous eye for detail and high personal standards.
- An eye for layout design. A knowledge and understanding of current design trends.
- Excellent written English.
- Ability to multi-task and to plan and organise workloads and schedules effectively.
- Ability to form and manage good relationships with members of other departments and with external clients, e.g. printers.
- Ability to work independently and as a member of a team.
- Ability to work to deadline and at speed.
- Ability to work calmly under pressure.
- Good interpersonal skills.

CONTACTS: INTERNAL AND EXTERNAL

- Internal stakeholders: Academic, Operations, Sales and Marketing teams.
- External stakeholders: Consultants, designers, typesetters, proof readers, printers, publishers

FINANCIAL PARAMETERS

Responsible for making sure relevant budgets are adhered to.