**PRODUCTION ASSISTANT**

Berrett-Koehler Publishers is seeking a Production Assistant to assist in the production administration of BKpedia, Berrett-Koehler's newly launched online subscription service. Working collaboratively with the Senior Production Manager, this person will help maintain the day-to-day operation of this growing initiative.

Berrett-Koehler Publishers is an independent publisher in Oakland, celebrating our 25th anniversary this year. We are dedicated to an ambitious mission: Connecting People and Ideas to Create a World That Works for All. Through our innovative publications in business, current affairs, and personal growth, we strive to challenge conventional thinking, introduce new ideas, and foster positive change on individual, organizational, and societal levels. We offer a work environment that is participative, flexible, and creative.

Berrett-Koehler has a strong commitment to building a staff that is rich with cultural, social and intellectual diversity. Candidates who can contribute to that goal are encouraged to apply and to identify their strengths and experiences in this area.

BKpedia offers our entire publication list as well as carefully selected content from other publishers available through a new digital subscription service offering instant access to the best resources on Leadership, Management, Change, Innovation, Diversity and Inclusion, and Economic Justice. Subscribers have access to hundreds of books, articles, case studies, tools, and other resources, organized in thematic collections to help them find exactly what they need quickly and efficiently. The content will be available both on an annual subscription basis and on a perpetual-use basis to libraries, colleges, corporations, government institutions, other organizations, and individuals. Each collection will be updated regularly with new material.

The responsibilities of this position will continue to evolve as the BKpedia workflow stabilizes and the program grows. Also, the work will tend to be in waves, as new publishing partners are brought in and collections of assets are prepared for upload. As a result, this person may also provide administrative support for BKpedia Operations tasks as time allows. Lastly, if there are lulls in the BKpedia administrative work, this person may assist in general book production tasks.

This position will entail approximately 80% time on BKpedia production administration and 20% time on BKpedia operations administration and book production support to start; we will reevaluate these time allocations in early 2017 and adjust as needed.

JOB RESPONSIBILITIES

BKpedia Production Assistance

Administration Tasks

• Initiate BKpedia distribution channels between CoreSource and new vendors / service providers as needed.

• Provide BKpedia asset reports, data, and information as requested by other internal team members for ongoing status updates.

• Monitor BKpedia workflow and troubleshoot as needed to ensure accuracy and timeliness.

• Assist in managing set up of new collections and new publishing partners with Ingenta, BKpedia's host website.

Asset Management

• Assist in managing the process of acquiring new titles from publishing partners ensuring delivery of interior and cover files in required formats.

• Post assets for review on Sharefile.

• Assist in managing creation of chapter-level assets.

• Manage organization of BKpedia files on servers.

• Assist in or take full responsibility of uploading author contact info in the form of supplemental assets to Ingenta.

Curation Management

• Assist in managing curation process for all BKpedia collections.

• Guide curators in populating required fields in the metadata spreadsheet.

• Monitor timely delivery of asset selection and completed metadata spreadsheet from curators.

• Assist in managing organization of metadata spreadsheets from all curators for all collections.

Metadata Management

• Assist in managing collection of metadata from publishing partners.

• Prepare preliminary metadata spreadsheets for completion by publishing partners and curators.

• Assist in managing creation of chapter-level metadata.

• Assist in reviewing all book- and chapter-level metadata for completeness, accuracy, and correct format prior to loading into FileMaker and creation of Ingenta-compliant XML.

• Assist in managing quarterly update functions related to metadata acquisition as described above.

Live-Asset Review

• Once assets are "live" on BKpedia, review to ensure consistent display of metadata. Spot-check Ingenta screens for quality and formatting to ensure quality control.

Subscriber Support

• Assist in managing creation of MARC records and KBART files (digital cataloging records and files) with outside vendor per industry standards.

• Assist in ensuring successful delivery of MARC records and KBART files to computer library

services: ProQuest, OCLC, and iGroup.

• Assist in ensuring regular updates to MARC records and KBART files are provided to computer library services on a regular basis as new titles are added to BKpedia.

• Submit MARC records and KBART files to Berrett-Koehler Managing Digital Editor for upload to BK's BKpedia website.

BKpedia Operations Assistance (this list of tasks is subject to change)

• Import metadata and new contributor records for other publishers' products.

• Enter "Contact the Author" information to Contributor records.

• Create XML metadata and Pub Info Sheets for upload to Ingenta.

• Prepare metadata and asset files for upload to Ingenta.

• Upload files to Ingenta for content ingestion.

Book Production Administrative Tasks (as time allows)

The BK production staff oversees the preparation of 35 to 45 new books a year, maintains the content archive of some 450 backlist titles, and supervises reprinting and updating approximately 120 of these backlist titles each year. All new titles are transformed into audiobooks, e-books, and other digital formats. Administrative tasks may include but are not limited to:

• Book Archive: Assist in organizing and updating book content archive. Supply correct and up-to-date files and book content in appropriate format to others inside and outside of BK when requested.

• Invoice coding: Code and process production invoices.

• Production management support: Provide administrative support to other production department staff as needed on frontlist titles.

Company Citizenship

• Participate in monthly staff meetings, monthly publication board meetings, seasonal launch meetings, author day lunches, and select author day production meetings.

• Follow all company policies in Employee Handbook regarding benefits, workplace rules, etc.

EXPERIENCE AND QUALIFICATIONS

Essential Skills and Experience

• Bachelors degree or work-related equivalent.

• High level of skill in English language, including spelling, punctuation, and grammar.

• Interest and experience in structured data and categorizing information, as in libraries or online search tagging.

• Highly organized and detail-conscious.

• Familiarity with standard proofreading markup.

• Familiarity with common office software, including Microsoft Word, Microsoft Excel, Macintosh OS X, e-mail, FTP.

• Working knowledge of Filemaker.

Desirable but Not Essential Skills

• Experience with publishing, book design and production, project management, digital products and their metadata.

• Knowledge and familiarity with American non-fiction book editing standards, especially The Chicago Manual of Style.

• Experience and skill in proofreading and copyediting.

• Experience working with websites and databases.

• Experience in markup languages and standards such as SGML, XML, or HTML.

• Knowledge of offset printing technology, and of correct preparation of material for printing.

COMPENSATION

• Salary $40,021.24

• Health, Dental, Disability and Life insurance

• Flexible Spending Account plan, 401K and ESOP

APPLICATIONS

To be considered, you must send resume and a detailed cover letter (several pages long if necessary), stating why you are interested in the position, your qualifications, your salary requirements, how you have been successful in similar jobs, and your personal qualities that account for your success. We are interested in the appearance and presentation of your materials as well as their content. Please send them to: gwinters@bkpub.com

Berrett-Koehler Publishers, Inc.

Attn: Ginger Winters:

Put in subject line: Production Assistant