

The *Royal Studies Journal* is looking for a Production Lead to join the production team.

## Position Description

### *Production Lead*

The **Production Lead** works closely with the Editor-in-Chief and all of the production editors (Chief Copyeditor, Layout Editors and Proofreading editor) to oversee the production of each issue, ensuring that pieces move smoothly between the three stages of production as smoothly as possible, and that the metadata for each issue is populated.

As the *Royal Studies Journal* publishes twice yearly in June and December, the Production Lead will be working throughout the year to monitor the publication of both issues, keeping an eye out both for any delays or issues as well as on upcoming content. The Production Lead plays a critical role liaising both with the production editors and with the Editor-in-Chief to keep production moving smoothly and to constantly improve our processes.

### Key Tasks:

- Confirm that image permissions are in order, and that the permissions have been uploaded to the system. Also confirm that images are uploaded in high enough quality;
- Send Acknowledge emails when a stage is completed;
- Alert the Editor-in-Chief when everything has been laid out so that the galley can be approved for publication;
- Initiate the proofreading stage;
- Check that all corrections have been entered correctly;
- Set the “published” date;
- Ensure that the version of the abstract and keywords (as well as the title) in the final galley match the metadata of the piece;
- Fill in the pagination for the issue’s table of contents;
- Upload the bibliographies as a HTML galley.

### Key Qualities:

- Excellent communication skills
- Leadership and team management skills
- Experience in academic publishing
- A knowledge of the OJS (online publishing) system desirable but not required, training will be provided if necessary

All queries about the position and formal expressions of interest should be directed the Editor-in-Chief, Ellie Woodacre ([editor.rsj@winchester.ac.uk](mailto:editor.rsj@winchester.ac.uk)). Expressions of interest should include a CV outlining any relevant experience—the **deadline for applying for the position is 31 May 2021**. The successful candidate will shadow the current postholder throughout the production cycle for the December issue, ready to take over fully at the end of this year.