WILLIAM H. SADLIER, INC
JOB DESCRIPTION

Position: Senior Project Manager

Department: Publishing

Reports To: VP, Creative Services

Salary: $90,000 - $110,000

Summary: Working with internal departments and outside vendors, the Senior Project Manager is responsible for assigning or managing directly all programs approved for development, ensuring the timely and successful delivery of multiple print and digital publications, on budget and within the Company publishing plan. This position reports directly to the VP, Creative Services.

Core Responsibilities:
- Manage projects under Sr. PM's direct supervision from manuscript to final print or digital deliverable, within budget, on schedule, and adhering to the high-quality standards set by William H. Sadlier, Inc.
- Create and maintain detailed component schedules in conjunction with all involved internal and external vendor teams
- Monitor budget and report project costs to the VP, Creative Services throughout the production process to ensure project profitability
- Chair weekly status meetings for programs under Sr. PM's direct supervision; distribute meeting notes and established workflows and procedures
- Address and find workable solutions as quickly as possible for any issues that arise during production, working with the Program team to resolve any problem that would impede product timelines and quality.
- Work with the VP, Creative Services to organize and initiate project launch meetings for internal and external teams.
- Initiate needed server and K4 access for all outside vendors contracted to work on Sadlier programs to ensure timely project access for all needed personnel.
- Work closely with Production, Design, Editorial, Marketing, and Digital Product Development teams to ensure prepress- and/or digital-ready designs and file structure are adhered to
- Maintain responsibility for the quality checks at established stages of each project, including review of printer soft proofs and online digital reviews.
- Oversee the daily workload of assigned production, and/or full-service vendor(s) both on- and off-site
- Review, approve, and submit invoices from vendors
- Train and supervise Project Managers and Coordinators as deemed necessary
- Assist the VP, Creative Services as deemed necessary

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Education, Experience, Skills Required:

- Bachelor's degree
- 5+ years of print production and digital content and delivery experience in educational publishing, with a strong focus on GK-8.
- Demonstrated ability to work both independently and collaboratively, and as part of a large team in a fast-paced environment
- Proven ability to successfully manage multiple and varying print and digital projects simultaneously, on schedule and within budget
- Expert-level understanding of offset printing and digital publishing
- Proactive, detail-oriented, and self-motivated, with the ability to quickly evaluate problematic situations and provide workable solutions
- Keen interest in educational publishing, with enthusiastic approach to learning and applying new technologies and workflows
- Experience with content management systems (K4, SCEnt, etc.), learning management systems and workflows
- Must be able to effectively communicate verbally and in writing with Editorial, Art/Design, Electronic PrePress, Digital Media, Marketing, and IT departments within Sadlier and with outside vendors.
- Ability to take on additional workloads and adapt to changes in workflow and procedures
- Mac/PC experience, including working knowledge of FileMaker Pro, Adobe Creative Suite, SmartSheets, Jira/Confluence, and Microsoft Office
- Familiarity with various prepress file types such as, packaged InDesign files, PDFs, Adobe Photoshop and Illustrator images, XML exports, legacy Quark files, and font management systems
- Exceptional verbal, written, communication, reporting, and organizational skills
- Knowledge of project management methodologies (Agile, Scrum, Six Sigma) a plus
- Remain current with industry trends and changes

Company is an Equal Opportunity/Affirmative Action Employer.