



WILLIAM H. SADLIER, INC JOB DESCRIPTION

Position: Project Manager

Department: Publishing

Reports To: Senior Project Manager

Employment-Type: Term of Project

Salary: \$80,000 - \$87,000

Summary: Working with internal departments and outside vendors, the Project Manager is responsible for managing all print and digital work assigned to ensure the successful delivery of expected programs, on time and within budget in alignment with the Company publishing plan. This position reports directly to the Senior Project Manager.

Core Responsibilities:

- Manage projects from prototype to final print or digital deliverable, keeping to established budget and end dates, 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
- Establish and lead weekly status meetings, distributing meeting notes and scheduling updates, keeping team on task to hit expected end dates
- Organize and initiate project launch meetings for internal and external teams in conjunction with Sr. Creative Director
- Monitor project costs, alerting the Sr. Project Manager and Sr. Creative Director as to any unexpected cost overruns so they can be addressed quickly to maintain the project's financial parameters.
- Work closely with Production, Design, Editorial, 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 throughout all project stages, including review of printer soft proofs and online file releases
- 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 to Sr. Creative Director for processing.
- Train and supervise Production Coordinators and Assistants as deemed necessary
- Assist Senior Project Manager as needed

Education, Experience, Skills Required:

- 5+ years of print/digital production experience in educational publishing
- Proficient in Adobe InCopy, Acrobat Pro, FileMaker Pro, SmartSheets, Jira, and Microsoft Office applications for MacOS
- Self-directed, proactive, and organized, with a proven ability to work independently and collaboratively in a fast-paced environment, able to recognize problematic situations quickly and work towards viable solutions.

Company is an Equal Opportunity/Affirmative Action Employer.



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- Demonstrated ability to communicate well verbally and in writing with all Sadlier and vendor team members from Editorial to Prepress and Management.
- Experience with content management systems (K4, SCEnt, etc.), learning management systems and workflows
- Familiarity with various prepress file types such as, packaged InDesign files, PDFs, Adobe Photoshop and Illustrator images, XML exports, and font management systems
- Knowledge of project management methodologies (Agile, Scrum, Six Sigma) a plus
- Familiarity with Web Content Accessibility Guidelines (WCAG) a plus