Head, Digital Publishing Production

Digital Publishing Production is a new unit within MPublishing (the publishing division of the University Library), reporting to the Associate University Librarian for Publishing. DPP is responsible for the UM Library-based publishing digitization and document format conversion operations of MPublishing and will coordinate closely with the digital production activities at the UM Press with the goal of creating the greatest possible efficiency in all MPublishing production activities.

The Head will supervise a staff of approximately 3 FTE (2.5 staff plus student hourly workers). The Head will also be asked to make recommendations about staffing needs as the unit develops.

Duties:
50% Production management and workflow design. Handle scheduling and priority-setting for ongoing content. Coordinate with head of Michigan Publishing Services and head of the Publishing Technology group to establish sustainable workflow and content intake levels. Make recommendations about resource allocation. Be responsible for maintaining robust documentation of production decisions and methods.

20% Research and recommend the adoption and use of standards (such as data formats, metadata specifications and markup schemes) and production tools. Negotiate and manage relationships with internal and external business services.

20% Manage continuing relationships with publishing partners, including content and metadata management and delivery, and fielding and prioritizing requests for new features and functionality. Monitor payment schedules and invoicing when applicable.

10% Participation in MPublishing management team and MPublishing planning. Work as part of the MPublishing administrative team, helping the AUL for Publishing to set direction and priorities for the overall MPublishing enterprise. Participate in working groups as designated.