



USC University of
Southern California

Production Project Manager Job Description

JOB INFORMATION

<i>Job Code:</i>	129029
<i>Job Title:</i>	Production Project Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.; Supervises student and/or temporary workers.
<i>Job Family:</i>	Publications, Editing/Writing
<i>Job Family Group:</i>	Marketing and Events
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Responsible for overseeing all phases of production and distribution for university publications and marketing collateral produced by University Communications. Manages productivity of cross-functional teams. Ensures successful execution of print projects and related marketing campaigns. Coordinates and collaborates with creative and editorial teams, management, and external vendors to establish milestones and deadlines.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
X		Bachelor's degree	Journalism	Or
X		Bachelor's degree	Graphic Design	Or
X		Bachelor's degree	in related field(s)	
	X	Master's degree		

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		4 years	in design and/or publishing, editing content and managing production workflows and schedules.	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated leadership/management and strategic planning experience.
X		Excellent oral and written communication skills.
X		Experience with Associated Press style or other style guides.
X		Experience managing vendors and budgets, soliciting price quotes and negotiating contracts.
X		Demonstrated interpersonal skills, able to develop and maintain positive, productive relationships with diverse groups of internal/external stakeholders.
X		Demonstrated problem-solving and organizational skills, able to manage complex projects and changing deadlines and priorities.
X		Proven computer skills in PC and Mac environments, and proficiency in Adobe Photoshop, InDesign, and Microsoft Excel.
	X	Newspaper, magazine and/or online publication experience.
	X	Fluency in Spanish and/or other languages beyond English.
	X	Project consulting and management experience.
	X	Advanced knowledge of applicable publishing software applications.
	X	Knowledge of digital publishing and/or social media content management.
	X	Experience originating and maintaining databases for desktop publishing and image storage (e.g., Filemaker Pro).

Other Job Factors

- May require work, and travel, on weekends, evenings and/or holidays based on business necessity.

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Manages daily productivity of cross-functional teams (e.g., designers, printers) for university publication projects, ensuring work is completed on time and within budget. Plans, implements and manages goals, schedules and requirements of assigned projects (e.g., USC Trojan Family magazine), monitoring and tracking progress from concept to production. Works closely with internal/external stakeholders on concept development, and schedules and leads status meetings to manage project timelines.				
Oversees lifecycles of all phases of production for university marketing collateral (e.g., commencement postcards, Board of Trustees publications, event banners). Supervises student workers, assigning administrative and production tasks as needed. Manages expectations, sets appropriate deadlines and ensures the timely completion of work.				
Contributes to project planning and budgeting processes, securing accurate price quotes from vendors (e.g., artists, distributors) and negotiating and managing their contracts for all print publications. Identifies, coordinates and manages vendor activities to ensure materials meet university standards and are within budget parameters. Oversees and reviews processing of design and production paperwork and invoices.				
Works with printers and mailing vendors to arrange for the safe, timely and economical delivery of publications and marketing collateral to domestic and publishing partners. Liaises with the marketing department and advertising partners to ensure the accuracy of ad insertions and deadlines for internal/external print publications.				
Traffics content and organizes assets for assigned publications (e.g., downloading and circulating files, tracking art credits) and university archives. Develops and maintains style guide to ensure adherence to university standards, brand identity, and messaging. Stays current with existing and emerging vendors, technology and standards for print and digital production, and digital conversion.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.