PRE-PRESS PRODUCTION MANAGER
Grade B6
Production Unit, Publications Division,
Public Affairs and Communications Directorate

EXD/HRM/VAC(2002)063

POST BASED IN BOULOGNE

The OECD is an international organisation based in Paris and in Boulogne with 2,000 staff. We are looking for someone to manage pre-press production of publications, the installation and maintenance of pre-press systems. The person will work under the supervision of the Head of the Production Unit and in close collaboration with the Planning Section, the Printing Section and Research and Development staff within the Public Affairs and Communications Directorate.

The job...

1. Control, organise and manage digital production activities, including the pre-press files of publications and brochures for electronic and paper versions in their various media (staff consists of about 20 officials for the set-up and production of digital files, plus auxiliaries and occasional consultants). Devise relevant reporting indicators for this activity and track, analyse them, and propose blueprints for future development in line with Publications Division strategy.

2. Manage staff in respect of the above activities and supervise staff recruitment, training and performance management, optimising capabilities and potentialities.

3. Continuously improve the reliability and efficiency of publications production, while keeping deadlines and publishing costs under control.

4. Institute quality approach and traceability methods for text and images, documenting and tracking the results obtained.

5. Analyse the needs for hardware and software, performing regular calibration and providing for and carrying out necessary maintenance and archiving.

6. Propose objectives and assist the Head of the Production Unit in formulating annual programmes of work and budget proposals, and in performing other administrative tasks relating to the Division’s activities.
The person we are looking for should have...

1. Post-secondary education, preferably with a diploma in graphic arts. At least five years’ experience in managing a pre-press department.

2. Proficiency in pre-press, colorimetry and photoengraving techniques is indispensable. Extensive knowledge of the field of publishing, good knowledge of typography, graphic arts, and printing and binding techniques are necessary.

3. Experience in organising graphic design, production and development work and managing staff; ability to supervise technical development work; ability to communicate easily with non-technical personnel at all levels. Experience in managing hardware and software.

4. Good knowledge of creation and layout software, publications methods, and centralised and decentralised document production (office automation, composition and desktop publishing).

5. Very good knowledge of one of the two official languages of the Organisation (English and French), and good knowledge of the other.

N.B. The appointment may initially be made at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.