

JOB DESCRIPTION

Title: Artworker/Typesetter

Reporting to: Publishing Manager and a line of report into Fiction Art Director

JOB PURPOSE:

To work on files in consultation with editors, designers Publishing Services Junior Desk Editor and other departments where applicable to set, make amendments and style any titles being typeset in-house as well as handling reprints and “special” editions for direct sell and clubs. To de-archive and correct any files that are necessary for reissues, reprints and foreign coeditions and to create barcodes for various purposes.

JOB CONTEXT

Working as part of the Publishing Services department team and Fiction department to enable efficient and accurate Mac files for books and all other materials to be published or sent out of house.

SPECIFIC RESPONSIBILITIES

Creation and styling of insides of Walker novels

- Responsible for the design of allocated projects in consultation with the Art Director, Designer or Editor; and report on progress.
- Correcting original files from authors.
- Following, creating and adapting templates and flowing raw text into template where necessary
- Paginate, create chapter openers, insert any necessary graphics into layouts
- Basic artworking to graphics where required
- Passing to the Editor for copy-checking.
- Making corrections on page proofs.
- Follow Pre-media process when creating files for print production
- Creating sample chapters and final covers for uploading to Biblio

Creation and styling of any necessary black plate changes on Walker reprints and foreign coeditions

- Find original file – either on Digital Asset Management (DAM) server or by using the Archive.
- Make corrections as marked-up, and check for errors.
- Ensure they are proof-checked, and packaged for Pre-media following in-house system.

Special Editions

These are editions for specific customers that require changes to the Walker edition.

- Duplicate the UK file and amend as marked-up, or create from scratch based on established customer requirements.
- PDF to Sales person for customer approval.
- Ensure they are proof-checked, and packaged for Pre-media following in-house system.
- Occasional design of slipcases and sell-sheets

General

- Creating and typesetting job adverts to send out of house.
- Carrying out artworking/typesetting corrections for any other project designed in-house with designer liaison.
- Providing typesetting support to all departments.
- Attending Design and Department Meetings and project update meetings
- Ensuring all texts are passed to the editor or copyeditor after corrections have been made (depending on type of corrections made).
- Giving the digital file a final check for set-up irregularities and typographic oddities before requesting PDFs from Pre-media
- Printing out files for people
- Anglicization of graphics
- De-archiving projects for Candlewick and using the inter-company File Transfer system (Mass Transit).
- Barcode generation

General Job Specification

An artworking/typesetting position within Walker Books' Publishing Services and Fiction Departments. The Publishing Services department is responsible for the typesetting, copyediting and proof reading of all books and printed matter as well as the scheduling and administration of a large children's book publishing list (over 300 titles per year). The Fiction department commissions, edits and designs illustrated and non-illustrated titles for children from five years' old to cross-over YA titles.

The typesetter needs to have excellent computer skills, a good typographical knowledge and an interest in, and the ability to comment on and improve existing design in close consultation with the Designer. A high degree of accuracy and attention to detail, the ability to be proactive and take the initiative *and* work as part of a team are essential. Good keyboard skills, spelling and grammar, excellent interpersonal skills and a love of children's books are all prerequisites, as is the necessity to be well organized and flexible in your approach to both people and the books. A background in print or design would be a distinct advantage.

Books to be worked on will include long-extent novels, younger illustrated fiction, reprint corrections (text patches), and covers.

Experience Required

Formal design qualification or experience in a design environment

Knowledge of digital file formats and conversion of those to print

Knowledge of colour separation / printing methods for colour, and black and white processes

Skills Required

Mac User – Adobe Creative Suite with excellent Indesign skills and proven Photoshop skills

Communication, time management and organizational skills

Work well under pressure, and to deadlines.