Production Services Manager

The Ohio State University Libraries publishes and hosts Open Access journals, archives the research and scholarship of campus partners, and promotes the open sharing of scholarly works created by Ohio State faculty, staff, and students. The Production Services Manager reports to the Publishing and Repository Services Librarian and helps support the dissemination of research, scholarship, and creative expression in alignment with the Libraries strategic directions. Manages established production services for Open Access publishing and archiving in the Libraries and engages in ongoing learning and development by keeping abreast of latest trends and best practices in the publishing and open repository environment. Contributes to the Libraries’ strategic initiatives by providing innovative and sustainable publishing and repository production services to support the open sharing, accessibility, and preservation of digital scholarship. The Publishing and Repository Services unit includes a team of one librarian, three staff members, and .5FTE students. The Manager works closely with Libraries’ partners including Copyright Services, the Research Commons, and IT and with current and potential campus partners, conference organizers, and journal editors to create, disseminate, and preserve digital scholarly material. Specific responsibilities include: Supervise production staff; manage production projects; design, implement, document, and coordinate workflows for multiple concurrent production projects; facilitate communication among project stakeholders; supervise production tasks including layout editing and data input; provide publishing and repository software technical support for editors and creators of digital content; participate in production workflows and technical support as needed to meet unit objectives; serve as product owner for publishing and repository software infrastructure; gather and analyze data for evaluation of publishing and repository services; evaluate and update unit workflows for efficiency. Consistently demonstrates commitment to our values and promotes an organizational culture of Discovery, Connection, Equity, Integrity, and Stewardship (https://library.osu.edu/strategic-directions) as well as dedication to advance the work of Publishing and Repository Services. All other duties as assigned.

Required Qualifications:
Bachelor's Degree in Information Science, Communications, or Art/Humanities or other appropriate field or equivalent combination of education and experience; at least two years of related experience particularly with scholarly publishing editorial practices and the editorial infrastructure of digital publishing platforms (e.g. Open Journal Systems); experience with open source platforms for repository services (e.g. DSpace); strong understanding of current academic scholarly communication principles and requirements; excellent verbal and written communication skills including ability to explain technical concepts to a nontechnical audience; ability to work successfully in a collaborative
environment; ability to manage multiple, simultaneous projects with minimal supervision and to meet deadlines; demonstrated experience with HTML or XML.

**Desired Qualifications:**
Experience documenting relevant policies, procedures, and local standards related to digital scholarly publishing and archiving projects; experience with creating and delivering effective presentations and strategies for outreach and engagement; experience with managing metadata, text, images, and other forms of digital research content; experience with CSS or PHP; supervisory experience.

**Pay Range:**
$53,800 - $58,000 annually.

**Application:**
Please submit resume, cover letter, and online application at [https://osu.wd1.myworkdayjobs.com/OSUCareers/job/Columbus-Campus/Production-Services-Manager_R38552](https://osu.wd1.myworkdayjobs.com/OSUCareers/job/Columbus-Campus/Production-Services-Manager_R38552) by February 16, 2022.

*The Ohio State University is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The Ohio State University is a member of the Association of College and Research Libraries (ACRL) Diversity Alliance.*