

# GENTLEMAN'S JOURNAL

## **Job title:**

Production Manager

## **The details:**

Gentleman's Journal is looking for a Production Manager to lead and manage all editorial and creative activity within the GJ portfolio across print, online, video, events, social and branding. Supporting the Editor and Publisher — and working with a small team consisting of writers, designers, commercial editors and subeditors — the right candidate will be eager to join a fast-paced company that creates beautiful editorial and innovative content for some of the world's best-known luxury brands.

Apply with your CV and relevant portfolio before Friday 23rd August to [Harry@thegentlemansjournal.com](mailto:Harry@thegentlemansjournal.com) and [Joseph@thegentlemansjournal.com](mailto:Joseph@thegentlemansjournal.com)

## **Key areas of responsibility:**

- Manage the day-to-day production of all Gentleman's Journal editorial and creative arms
- Manage subediting and quality control of Gentleman's Journal's editorial and commercial properties
- Organise and host daily stand up meetings with all relevant creative and commercial stakeholders
- Manage individual staff member workload and workflow
- Prioritise activity between commercial and editorial tasks
- Collaborate with the sales team, Editor, Publisher and Head of Creative Partnerships to put together effective proposals and pitches
- Help with production on shoots
- Lead print production during print week
- Assist the Editor in commissioning freelance writers, photographers and sub editors
- Project manage the execution of commercial briefs, including briefing in the creative internally across digital, print, video and GStudio, and work with them to help build assets and creation of content

**The person:**

- Excellent organisational skills
- Ability to manage team workloads and workflows
- Strong sub editing skills
- Keen attention to detail
- Excellent knowledge of Adobe InDesign
- Collaborative worker
- Fantastic communicator
- Commercially aware
- Flexible, personable attitude with an innate ability to develop excellent professional relationships at all levels
- Solid network of media industry contacts
- Ability to handle multiple projects and meet deadlines without fail
- Lateral and creative thinker
- Extremely strong verbal communication skills