

Production controller

The role

APL Media Limited, a travel and lifestyle content marketing agency based in Kentish Town, seeks a production controller to work across its portfolio. The production controller will work on its fast-growing creative team, across publications in mobile, web and print formats.

The ideal candidate will have experience of working in a small but busy editorial department including all elements of the production process: from basic copy chasing; to creating and preflighting PDFs; advert and html design; and printer online approval systems. You will be managing all aspects of the production — liaising with the sales and editorial teams, printers and clients, ensuring you can meet the requested briefs and time frames. An interest in new media would be beneficial, as the job involves managing titles across both traditional and digital platforms.

Being highly proficient in Adobe CC suite (Indesign, Acrobat, Photoshop and Illustrator) on an Apple Mac OS is a necessity. Experience with Google Ad Manager, Google Analytics, Asana, HTML, CSS and Wordpress would be desirable (training can be given).

Responsibilities

To assist in the production of all content across all platforms, from print to digital editions (apps, page-turning magazines), newsletters (using HTML) and websites. This role specifically will be to manage a new start-up project called the Independent marketplace and also assist with the print supplements.

APL Media's portfolio includes ASTA Worldwide Destination Guide; supplements; various newspaper titles carried with *The Guardian*, *Evening Standard*, *Independent* and *The Telegraph*, among others; Directories; a *Golf* special; *Postcards* magazine; and our flagships *National Geographic Traveller* (UK) and *Food by National Geographic Traveller* (UK). The job also requires working on media packs, stationery and new projects. Please visit aplmedia.co.uk for further details about us and our titles.

Skills

Essential software:

Adobe Creative Cloud Suite (Apple Mac) — primarily Indesign, Acrobat, Photoshop and Illustrator.

MS Office — including Outlook, Excel and Word.

Additional software:

Asana, Google Ad Manager, Google Analytics, Workbooks, Insite, XMF, Adobe After Effects, Google Web Designer, HTML.

Additional skills and requirements:

- Understanding of print production and general digital process.
- Copy chasing and managing databases – good telephone manner and email etiquette are essential.
- Managing the production schedule on projects and publications.
- Managing advertisers, sales and editorial deadlines and regularly liaising with each department.
- Working alongside the production team.
- Excellent time management and being highly organised is essential.
- Proofing both online and hard copy.
- Designing/amending adverts.
- Creating and updating html newsletters.
- Online magazine and app management.
- General Photoshop retouching and colour work.
- A familiarity with all current programmes and software.
- Being able to multi-task and work autonomously where required.
- Hands on understanding of Mac/editorial issues.
- Reporting to the editorial director and production manager.

How to apply

If you are interested in this position, please send a copy of your CV with a cover letter to editorial@aplmedia.co.uk. Thank you for your interest, but please note only successful candidates will be contacted.

About us

APL Media Limited is a small and friendly company with over 100 staff, who work in an open-plan environment in Kentish Town, London. Founded in 1998, it has focused on travel and lifestyle publications and has grown a friendly, loyal and experienced team, who work towards a common goal — a successful, happy publishing company and environment. aplmedia.co.uk

Start date: ASAP

Deadline for applications: 31 August 2023

Hours: Full-time, 9am-5.30pm. Note we offer a hybrid working environment as standard — three days working in the office, two days working from home.

Job type: Permanent.