



## MUSEUM PRESS ART MANAGER

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### General Summary

The Museum Press Art Manager is responsible for managing the production of the highest quality and best designed books that meet the standards and expectations of the Museum of New Mexico Press.

### Museum Press Art Manager

**Jobcode: J3052**

**Pay Band: 70**

**FLSA Status: Exempt**

### *Distinguishing Characteristics*

Plans, directs and implements the design and production of books within budget guidelines and with high production values.

### *Minimum Qualifications*

Bachelor's degree and five (5) years of experience in trade book design and production.

### *Essential Duties and Responsibilities\**

- Knowledge of Adobe Creative Cloud applications (InDesign, Photoshop, Illustrator as well as working knowledge of MS Word.
- Responsible for preparing specifications and soliciting bids from printers and manages production schedules and budgets for annual publications.
- Directs and creates original book designs and determines packaging of materials based on a number of factors and considerations including suitability for book content, target audiences, and budget.
- Transmits delivered manuscript into page proofs for editorial and performs type corrections prior to book layout and supervises and provides artistic direction to Senior Book designer and freelance designers.
- Reviews and approves printer's proofs and works with printers to achieve the highest reproductive value of artwork and high quality book manufacture.
- Provides printing procurement recommendations and works with vendors to problem-solve issues regarding quality of finished books, and is responsible for ensuring the vendors fulfill all the terms of the agreement.

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### **Bargaining Unit:**

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Working Conditions:** Work is performed in an office setting: late hours, weekends on-call and callback work may be required. Will be exposed to regular periods of video display terminal and keyboard usage and stressful situations. Travel is required. Possible exposure to irate clientele. Incumbent will work under stress and frequent time constraints.

**Established:** 12/5/2014

**Revised:** APB assigned 12/5/2014

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*\*Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*