



## Programme Controller Job Description

**Role:** Programme Controller

**Department:** Operations

**The Role:**

In this role, you will be an integral member of Sweet Cherry's growing Operations team. Streamline processes into a defined workflow and manage the editorial programme of a growing children's list.

**Essential Duties:**

- Create and manage schedules with the Managing Editor, Art Director and Operations Manager
- Add all titles to the Title Management system
- Add all titles to the project management/production management system
- Send all metadata live and feeds to all recipients correctly
- Maintain all data on title management
- Add data to Amazon and maintain key data such as dates and prices, availability
- Add new titles to Inflow system
- Take part in development and pitching
- Communicate and keep up to date project schedules and printing schedules
- Monitor schedules and alert team to delays and issues in schedules and help find the solution
- Manage the approval process for sign offs to ensure done in a timely manner and files go to print on time

**Essential Skills and Interests:**

- Experienced in Operations, Metadata, Production
- The ability to work with Adobe software, InDesign and Stison (or similar)
- Knowledge and experience of book publishing and workflows

- A good understanding of both trade and co-edition publishing
- Strong communication skills
- Highly organised with great attention to detail
- Ability to work on multiple projects environment
- Excellent IT skills
- A positive can-do attitude and willingness to learn and adapt quickly