

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

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