



## Source Interlink Career Opportunity Form

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**POSTING DATE:** December 21, 2009

**POSITION:** Digital Content Specialist, Publishing Technology

**DEPARTMENT:** Source Interlink Media

**LOCATION:** Orange County, CA

**REPORTS TO:** Senior Application Specialist

**FUNCTIONS:**

- Perform quality assurance for all XML
- Contribute to added-value indexing to XML when needed (linking assets, applying subject and named entity values, etc.)
- Processing and quality assuring PDF assets (future state)
- Delivering XML content to Digital Group, syndication partners/aggregators, (other channels) in a timely and accurate manner according to agreed upon schedules
- Maintain responsibility for all content processing and deadlines associated with publications
- Monitor and administer workflow across departments
- Hold regular meetings and maintain feedback to Editorial (Print and Online), Digital Group, and other Content Customers on quality, workflow and systems development
- Maintain internal website and current procedures, workflow documentation and contact information

**REQUIRED QUALIFICATIONS:**

- BS Degree required, discipline in Content Technology and Management, Computer Science
- 2-3 years minimum experience in print/online publishing operations, or editorial system & application development.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong attention to detail
- Strong technical aptitude
- Excellent customer service skills
- Excellent organizational skills
- Excellent communication and presentation skills
- Positive team-oriented attitude
- Ability to simultaneously manage multiple projects independently
- Ability to identify and troubleshoot workflow issues independently and proactively
- Comprehensive knowledge of latest publishing technologies, applications, workflows and processes as they relate to managing the business and all content across function.

- Strong aptitude for process management discipline including internal administration of services and deadline deliverables.
- Ability to identify, implement and manage process changes to any content publishing workflow that results in additional revenue, efficiencies and/or cost reductions.
- Proficient in industry standard content creation software tools including Adobe CS3/4 InDesign, Quark, XML editors, etc..
- Proficient and strong troubleshooting skills with Mac and Windows XP operating systems.
- Experience with XML workflow tools Scriba, Easypress, (or similar) a plus.
- Experience with editorial publishing workflow tools K4, Woodwing (or similar) a plus.

**EQUIPMENT, SOFTWARE USED:**

- MS Office
- Adobe CS
- Adobe Acrobat
- Quark
- Scriba XML Workflow

**HOW TO APPLY FOR THIS POSITION:**

Mail, fax or email resume, letter of interest, internal job posting application, and any other relevant information (including salary requirements) to:

**NAME:** Human Resources  
**ADDRESS:** 774 S. Placentia Ave.  
Placentia, CA 92870

**FAX:** 714-393-3748

**EMAIL ADDRESS:** [career@sorc.com](mailto:career@sorc.com) – please include “Digital Content Specialist” in the subject line