

## CONFIDENTIAL POSITION SPECIFICATION

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<b>Position</b>	<b>Director, Content Publishing</b>
<b>Company</b>	<b>Korn/Ferry Leadership and Talent Consulting</b>
<b>Location</b>	<b>Minneapolis, MN</b>
<b>Reporting Relationship</b>	<b>TBD</b>
<b>Date</b>	<b>November 2011</b>

## COMPANY BACKGROUND/CULTURE

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Since our founding in 1969, Korn/Ferry International has been the executive recruitment industry's leader and innovator, and today has evolved to be the world's premier and most trusted provider of end-to-end talent strategy solutions.

Korn/Ferry Leadership and Talent Consulting is a key differentiator for the firm, with a strategic portfolio of capabilities including:

- *Strategic and organizational alignment*
- *Talent and performance management*
- *Enterprise learning and leadership development*
- *Leadership and assessment tools*

Our Leadership and Talent Consulting professionals work in partnership with clients around the world to find the perfect fit between their business strategy, and their people strategy, to ensure long-term success. We help clients to identify and measure required competencies; assess, select, develop, coach, motivate and retain top leaders; and scale key talent management processes to ensure ongoing organizational success.

At Korn/Ferry, we have one mission: to build the leadership and talent capital organizations need to grow and prosper.

Based in Los Angeles, with 2000 professionals serving clients from nearly 80 offices in 40 countries, the firm works to help clients recruit, develop, retain, and sustain the best leadership and talent to manage their organizations — a responsibility we take seriously, and work every day to meet with integrity and results.

Visit [www.kornferry.com](http://www.kornferry.com) for more information on Korn/Ferry International, and [www.lominger.com](http://www.lominger.com) for our leadership and assessment tools and products.





## **POSITION SUMMARY**

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The Content Publishing Group is responsible for the usability, page layout, artwork, copy editing, translation, localization, customization, production, and publishing of both digital (“e”) and print publications in multiple languages. The group is also responsible for executing on key aspects of creative development, graphic design, and brand alignment.

The Director, Content Publishing will specifically:

- Direct strategy for all elements of content publishing
- In partnership with key stakeholders, contribute to the firm’s digitization strategy
- Guide the selection, implementation, operation and ongoing enhancement of a content management system
- Collaborate with multiple departments, including Intellectual Property, IT, Licensing and Marketing on a wide variety of projects and deliverables
- Provide project analysis and direction for the department on new, custom, or ongoing projects
- Problem-solve with internal and external production, design, and translations project teams to keep major multiple-language projects on task
- Create and manage the translation roadmap and manage multiple language project budgets
- Source, vet and manage third-party vendor relationships as needed
- Provide team members with requirements & strategy for quality assurance on multi-language content publishing and production
- Invest in the ongoing development of team members’ skills and career paths

## **PERFORMANCE OBJECTIVES**

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### **Business Results**

- Deliver value to internal customers by providing custom-fit, high-quality content publishing solutions that meet key business needs
- Deliver value to end users by producing deliverables that enrich their user experience and help meet their talent management needs

### **People Results**

- Manage team to peak performance with emphasis on day-to-day coaching and mentoring and providing enriching on-the-job developmental experiences

### **Leadership and Impact**

- Shape and influence the organization’s ability to leverage content for strategic purposes

### **Quality of Work**

- Uphold standards of internal and external customers on the quality of all published deliverables
- Identify, maintain and refresh processes that support the accuracy and sustainability of content

### **Team Contribution**

- Partner with internal peers to ensure the efficient flow of content across functional lines and through various channels to meet business needs
- Contribute to overall firm strategy



## REQUIREMENTS

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### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE ROLE:

- Direct experience with content management systems required, either oversight or direct management
- Direct experience with translation & localization required, either oversight or direct management
- Direct experience with design & production required, either oversight or direct management
- Expertise in developing content strategies
- Expertise in managing teams of content, publishing or editorial professionals
- Track record of successfully managing complex projects involving outside resources
- Ability to thrive under pressure and function effectively in a fast-paced environment while simultaneously managing multiple projects
- Strong oral and written communication skills
- Working knowledge of Quark, Indesign page layout software or Adobe creative suite a plus
- Knowledge of Lominger IP a plus
- Proficiency in foreign language(s) a plus
- Bachelor's degree required
- Master's degree preferred
- 3+ years of experience managing technical resources required
- 5+ years of project management experience required

## KORN/FERRY LEADERSHIP & TALENT CONSULTING CONTACTS

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