

## JOB DESCRIPTION: Publishing Assistant



**Salary:** £21,000 per annum pro rata

**Contract:** Part-time, 18-month fixed term contract, with a 6-month probation period

**Hours:** Three days a week (Mon, Tues/Wed & Thurs, with potential for flexible working hours)

**Location:** Workshop 4 Spectacle Works, Jewellery Quarter, Birmingham, B18 6HT

**Reports to:** Director of The Emma Press

**Closing date for applications:** Thursday 1<sup>st</sup> July 2021, midday BST

**Interviews held:**

First round: Thurs 22<sup>nd</sup> July, via video call, slots assigned between 9.30am-4.30pm

Second round: Thurs 29<sup>th</sup> July, at the office, slots assigned between 9.30am-4.30pm

**Start date:** As soon as possible

---

The Emma Press is an independent publisher specialising in poetry, short fiction and children's books, with a growing list of translations. It was founded in 2012 by Emma Dai'an Wright, and has published over 90 titles to date.

The Emma Press has been awarded funding from Arts Council England's Elevate programme, which is intended to allow diverse-led organisations to build organisational resilience by building their capacity to deliver their mission, develop new partnerships and increase levels of income.

This is a temporary, part-time post to last the remaining duration of the Emma Press Elevate project. The post holder will be subject to a formal probationary period of six months.

The Emma Press wishes to encourage applications from candidates who are under-represented in the creative industries.

### Role profile

The Emma Press is looking for a part-time Publishing Assistant to run the in-house publicity campaigns for books and take over a range of operational and administrative responsibilities from the Director. This role requires organisational skills, personal time management skills, strong communication and the ability to work independently as well as part of a team.

The role will suit a self-motivated, creative person with excellent writing skills, a keen eye for aesthetics, a strong grasp of Excel, an instinct for publicity, and the ability to pick up new systems easily and to optimise processes. This role is ideal for an all-rounder with an interest in the operational side of publishing, the ability to work independently, and a desire for a varied job.

This role requires you to come into the office in the Jewellery Quarter, Birmingham, three days a week. Working from home on Tuesdays or Wednesdays may be possible after the 3-month training period is over.

Please note that, after the training period is over, you will mostly be on your own in the office, as the rest of the team will work remotely. You will be required to communicate regularly with the team as you work together.

## **Main purposes of job**

1. To run the in-house side of product launch publicity campaigns
2. To optimise and maintain the publishing processes, keeping The Emma Press running smoothly and efficiently
3. To package and post books, which will be a mix of orders from the online shops, review copies and subscription packages
4. To support the rest of the team where an extra pair of hands is needed

## **Key tasks**

### Publishing processes

1. In-house publicity. Writing press releases and sending out emails with press releases or review requests for new titles. Following up on these and communicating the results to the team. Creating social media posts about the books and behind the scenes at The Emma Press. Organising and publicising online and live events, including podcasts.
2. Royalties. Collating sales data from the various different channels (trade sales, themmapress.com, Etsy, live events, direct orders) and calculating royalties due to authors, and sending out royalty statements at the same time as touching base with the authors.
3. Metadata. Making sure the data available for Emma Press titles on Consonance (the bibliographic system we use) and Nielsen and Amazon is complete and high-quality. Working with Inpress when they set up an ONIX feed at some point this year, feeding the data from Consonance directly to Nielsen.

### Packaging books

4. Packaging up books to be sent out as webshop orders, review copies, subscription copies and miscellaneous other reasons. This includes weighing and filling out customs forms for international orders. Taking them to the post office (Drop and Go).
5. Stock control. Maintaining appropriate levels of stock in the office, based on your understanding of sales trends and publicity drives.
6. Liaising with the eCommerce Executive about packagings and subscriptions.

### Team support

7. Helping the eCommerce Executive update the Emma Press online shops
8. Helping the Director to manage the [hello@themmapress.com](mailto:hello@themmapress.com) email account, answering simple queries and flagging up more complex ones.

## **Key performance measures**

- Tasks completed to a high standard, in a reasonable amount of time
- All processes running smoothly and efficiently, week on week and month on month
- Excellent communication with the team

## **Person specification**

### *Must have*

- Strong organisational skills, written communication skills, and an understanding of what is visually pleasing
- Strong sense of initiative and the ability to prioritise effectively

- Competence in Google Docs, Excel and emailing
- Active engagement with the world of literature
- Commitment to The Emma Press's values of inclusivity and accessibility

### *Desirable*

- An interest in poetry, children's books and translations
- Experience of working independently and prioritising tasks
- An understanding of the book trade

## **How to apply**

If you would like to apply, please prepare the following and then fill out [the application form](#) by the deadline of **12 noon, Thursday 1<sup>st</sup> July 2021**:

1. **CV** document
2. **Covering letter** document telling us why you are interested in the role and explaining why you are a suitable candidate
3. Document containing **two sample social media posts** about any Emma Press book, suitable for Facebook. Pick a title from our website and use whatever information you can find online about it to create two sample posts, designed to encourage people to buy the book. To create your document, open a Word doc or Google Doc and paste in your image and type in your text for each of the two sample posts.

Closing date for applications: **12 noon, Thursday 1<sup>st</sup> July 2021**.

Shortlisted applicants will be contacted by email by **Thursday 15<sup>th</sup> July 2021**.

First-round interviews via video call: **Thursday 22<sup>nd</sup> July 2021**

Second-round interviews, in person at the Emma Press office: **Thursday 29<sup>th</sup> July 2021**

Please note that applicants must have a legal right to work in the UK.