

Publishing Assistant, Text Publishing

Position Description

This entry level role combines support for the Editorial and Sales teams with literary award submissions and general administration. The position will suit an energetic self-starter with a curious nature. An ability to problem-solve and work autonomously is crucial, but equally so is a willingness to ask for advice or help when needed.

This position is an opportunity to learn about all dimensions of publishing, within a small and dynamic independent company.

Selection Criteria:

- A love of books and reading
- First-rate administration and problem-solving skills, with exceptional attention to detail and the ability to follow through on tasks
- Excellent communication skills (written and verbal) and interpersonal abilities
- The ability to work in a deadline-driven environment, and to adapt to changing priorities as required

Key Accountabilities

Awards administration

General awards and grants administration, including foreign awards

- Manage submission guidelines, deadlines, and nominate Text titles for awards
- Liaise with award coordinators and authors, providing materials as required
- Keep internal logs and website up-to-date with award news
- Arrange travel to and from award ceremonies for authors and staff

Prize administration

- Coordination of Text's role in the NZ Michael Gifkins Prize and Boundless Indigenous Writers' Mentorship at the direction of the Sales Coordinator
- Allocate internal reading, organise reader reports and coordinate meetings to determine shortlist and winners
- Draft press releases, website copy and other relevant collateral
- Manage relationships with external stakeholders and prize partners

Editorial admin support

- Plan and run internal company meetings, keeping agendas and minutes
- Supply Prepublication Data Service information to National Library of Aust
- Maintain internal submission logs, and allocate reading as required
- Respond to agents and writers as required
- Read and report on acquisitions as required
- Research (BookScan) toward acquisition discussions

THE TEXT PUBLISHING COMPANY

ACN 063 671 205

WURUNDJERI COUNTRY, LEVEL 6, ROYAL BANK CHAMBERS, 287 COLLINS STREET, MELBOURNE VICTORIA 3000 AUSTRALIA
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Sales and marketing admin support

- Provide support to the sales and marketing teams with sending promotional mail outs
- Send formal correspondence to authors and agents at the direction of the Sales Coordinator

General administration

- Answer general enquiries via mail, email and telephone
- Process daily mail, liaise with Australia Post and couriers as required
- Monitor and maintain office supplies and stationery as required
- Maintain internal calendars and administrative resources

Terms: Full-time position, based in Melbourne

Reporting: To the Strategic Director

Salary: To be negotiated with the successful applicant

Applications: Must include a cover letter, CV and response to Selection Criteria. Applications should be sent, before **9am on Monday 7 March**, to: applications@textpublishing.com.au

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