



Publishing Assistant

POSITION DESCRIPTION

This entry level role combines administrative support across the company with literary award submissions. 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 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

- Includes general awards and grants administration, including foreign awards.
- Manage submission guidelines, deadlines, and nominate Text titles.
- 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



- Manage all aspects of the annual Michael Gifkins Prize and Boundless Indigenous Writers' Mentorship. This includes:
- 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

- Keep records on editorial workload and progress of mss for Publisher.
- Plan and run internal meetings, keeping agendas and minutes.
- Maintain internal submission logs and allocate reading as required.
- Respond to agents and writers as required.
- Read and report on acquisitions as required.

Stock and inventory support

- Event stock: liaise with Publicity about upcoming events and check Bookmaster/PRH rep to confirm bookseller orders have been placed.
- Maintain in-office stock levels and update stock record.
- Receipt and distribute incoming stock from the printer.
- Coordinate annual stocktake with other members of staff.
- Author and Special Sales fulfilment.

Finance support

- Assist with Ebook data entry.
- Bi-annual royalty statement distribution and filing.
- Create author files, generate RC Invoices for advance payments, maintain filing.
- Generate overseas invoices and paperwork for overseas money received.
- Perform general finance and admin duties as required.

General administration

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



-
- Terms:** Full-time position, based in Melbourne
Terms and conditions for the role will be discussed at interview.
- Reporting:** To the Strategic Director.
- Salary:** To be negotiated with the successful applicant according to expertise and prior experience.
- Applications:** Must include a cover letter, CV and response to Selection Criteria.
Applications should be sent, before **9am on Friday 1 September**, to:
applications@textpublishing.com.au