**Position description:** Digital Manager

*Reporting to:* Publishing Director

*Key responsibilities:*

* Overseeing Text's ebook program, from production to sales analysis
* Creating and maintaining bibliographical records for all Text titles, using the BooksoniX database
* Managing ebook and metadata distribution to eretailers
* Overseeing the availability of Text titles among eretailers, managing errors and dealing with piracy and territorial copyright breaches when required
* Developing and maintaining Text’s websites (textpublishing.com.au and textpublishing.co.uk), including new release features, publication dates and awards updates
* Providing website analysis using Google Analytics, and generating quarterly reports on website and ebook activities

*Additional responsibilities (depending on whether the role is full- or part-time, and the skills of the successful applicant):*

* Assisting the marketing department with ebook marketing ideas and proposals
* Writing and editing copy for the Text website, blog and monthly enewsletters
* Assisting the print production team.

*Key Selection Criteria:*

* A love of books and reading
* A good working knowledge of ebook production and distribution
* Experience in website and content management systems
* Competence in all aspects of Word, Excel, Adobe Creative Suite and database programs
* Good writing and editing skills
* Exceptional attention to detail and excellent organisational skills

**Applications must include a response to the selection criteria, and be received at** [**applications@textpublishing.com.au**](mailto:applications@textpublishing.com.au) **by 9am 13 August 2018.**