

Position Description: Design and Production Assistant

Reporting to: Art Director

Background: Text Publishing is a small and extremely busy independent publisher, based in Melbourne. We publish around 120 new titles per year and have a very active backlist.

Selection Criteria:

- Excellent design skills
- Excellent administration skills
- Ability to work to a strict deadline while maintaining attention to detail
- Ability to manage multiple projects at once
- Proficiency in Adobe Creative Suite
- A love of books
- Production and pre-press experience will be viewed favourably

Responsibilities:

- Designing marketing materials including print and online ads
- Designing publicity materials including posters and invitations
- Designing web banners and blog images for the Text website and social media
- Managing reprints—preparing costings, creating replacement pages, resizing/reworking jackets, processing print orders
- Assisting in tracking and maintaining the print schedule and liaising with Australian, US and UK printers and distributors
- Assisting the rights and export department with overseas file supply, extracting word documents from pdfs, creating low-res and watermarked pdfs and promotional materials for book fairs
- Assisting in the design and production of books when required
- File management

Applications must include a response to the selection criteria, a 5-page pdf folio of selected work, and be received via email at applications@textpublishing.com.au by 9am on Wednesday 30 January.

Terms: This is a two-day a week casual position, based in Melbourne

Salary: To be negotiated with the successful applicant