



T E X T P U B L I S H I N G

Publishing Assistant

This entry level role combines support for the Editorial and Sales teams with awards submissions and general administration. The position will suit an energetic self-starter with a curious nature. It's an opportunity to learn about all dimensions of publishing, within a small and dynamic 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

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, 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
- Coordinate Text's role in the annual NZ Michael Gifkins Prize

Editorial admin support

- Purchase and assign ISBNs
- Plan editorial and general meetings, keeping agendas and minutes
- Supply information for CIP entries to National Library of Australia
- Maintain internal logs of agented and un-agented submissions
- Respond to agents and writers as required
- Read and budget for acquisitions as required
- Report on manuscripts, research (BookScan) toward acquisition discussions
- Permissions, payments, coordinating images for internal plates as required

Sales admin support

- Fulfilment of non-trade orders, bookseller advances and website orders

General administration

- Process daily outgoing mail, liaising with Australia Post as required

Terms:	Full-time position, based in Melbourne, commencing January 2020
Reporting:	To the Sales Manager
Salary:	To be negotiated with the successful applicant
Applications:	Must arrive by 9am on Monday 11 November . Send applications including a cover letter, CV and response to Selection Criteria to: applications@textpublishing.com.au

THE TEXT PUBLISHING COMPANY

ACN 063 671 205

SWANN HOUSE 22 WILLIAM STREET MELBOURNE VIC 3000 AUSTRALIA WWW.TEXTPUBLISHING.COM.AU TEL: (+61 3) 8610 4500 FAX: (+61 3) 9629 8621