



Text Publishing

POSITION DESCRIPTION

Editor

Text is a high-profile independent publishing house with a full-time staff of just over twenty people and a stellar list of local and international authors.

We place great emphasis on breaking out new authors and on nurturing our existing writers in all areas of their professional development.

Text's editors have full carriage of the titles on which they work, and are responsible for a book's journey from raw manuscript to published work. We are seeking someone who wants to devote themselves to authors and their writing, and who has exceptionally high standards and a passion for literature of all kinds. This includes literature for middle grade and young adult readers.

This is an ideal opportunity for an editor who already has experience in trade publishing. We are looking for a versatile and vocational editor of fiction and non-fiction.

Key responsibilities:

- Working across all genres and subject areas, managing author and title throughout the editorial and production processes from manuscripts to finished book
- Editing manuscripts at every level ranging from structural to copy editing as required. You will be liaising closely with author, production coordinator, design director, sales & marketing team, finance manager, typesetter, proofreader and printer in the process
- Creating and working within budget for each title, beginning with estimated costs and finalising with actual costs once completed
- Briefing designer on cover needs for your titles, and at times finding images. Negotiating rights to overseas publishers' cover designs / images as needed
- Initiating new acquisitions and generating ideas for new authors and titles
- Prioritising, reading and reporting on submissions, both agented and unsolicited
- Establishing and maintaining good relationships with agents, both in Australia and internationally
- Liaising with foreign publishers as required



Text Publishing

- Liaising with publicity and marketing teams about forthcoming titles and their key points, and contributing to sales briefs and publicity materials
- Ensuring checklist procedures are followed
- Writing cover copy—taglines, blurb, etc
- Proofreading as required
- Assisting other staff as needed

Key Selection Criteria:

- Editorial experience with a trade publisher
 - Exceptional attention to detail, excellent organisational skills, and ability to manage time well and prioritise work with maximum efficiency
 - Ability to initiate and maintain relationships across a wide range of contacts, both inside and outside the company
 - Ability to manage multiple tasks simultaneously
 - Competence in all aspects of Word, Excel and Adobe Creative Suite
-

Applications must include a response to the Selection Criteria above.

Please combine all your application documents (cover letter, CV and selection criteria response) into a single pdf or Word file, titled with your surname.

Applications must be received at applications@textpublishing.com.au by 10am Monday 18 January 2021.

Terms: This is a full-time ongoing role, based in Melbourne
Reports: To the publisher
Salary: To be negotiated with the successful applicant