

## **Position Description—Editor, Text Publishing**

Text is a high-profile independent publishing house with a full-time staff of twenty-two 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 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 director, 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
- 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 across all processes listed above, over several years for a trade publisher
- Exceptional attention to detail
- Ability to initiate and maintain relationships across a wide range of contacts, both inside and outside the company
- Excellent organisational skills, and ability to manage time well and prioritise work with maximum efficiency
- Ability to manage multiple tasks simultaneously
- Competence in all aspects of Word, Excel and Adobe Creative Suite

**Applications must include a response to the key selection criteria, and must be received at [applications@textpublishing.com.au](mailto:applications@textpublishing.com.au) by 9am Monday 4 January 2016.**

**Terms:** This is a full-time position based in Melbourne  
**Reports:** To the publisher  
**Salary:** To be negotiated with the successful applicant.