

TEXT PUBLISHING POSITION DESCRIPTION

Rights and Export Coordinator

Selection Criteria:

- A love of books and reading
- First-rate administration and sales skills, with exceptional attention to detail and the ability to follow through on tasks over long periods
- Excellent communication (written and verbal) and interpersonal abilities
- The ability to work in a high pressure, deadline driven environment
- Experience in the book industry would be an advantage

Key Accountabilities:

Rights

- Organising administration around major international book fairs, including stands, travel and accommodation, freight and schedules, rights guides and submissions
- Writing pitches and following up on leads emerging from book fairs
- Maintaining accurate records of submissions to international agents, scouts and option publishers
- Drawing up, negotiating and reviewing contracts for acquisitions and sales, maintaining accurate records of same
- Maintaining territorial copyright records for ebooks, chasing ebook breaches and submitting copyright infringement notices to ebook retailers
- Assisting with the collation and checking of royalty statements and payments, and liaising with publishers over unpaid international advances
- Negotiating international offset and cover art fees
- Handling subrights administration and negotiations, including film and audio
- Handling permissions requests from third parties
- Maintaining contacts database and mailing bi-annual catalogue to agents, film producers, international publishers and scouts. Preparing Text's Books at MIFF submissions
- Submitting PLR/ELR and CAL applications
- Preparing Rights news for Text's enewsletters and board reports

Export

- Supplying monthly sales kits to UK distributors, and liaising regarding list highlights and potential marketing
- Entering forthcoming titles into Helix database twice yearly, and updating regularly with incoming publicity coverage. Attending twice-yearly sales tele-conference
- Liaising with export distributors and publicity agencies regarding forthcoming titles
- Arranging regular stock dispatches to export distributors, maintaining inventory records and commercial paperwork (liaising with our freight forwarder)
- Sending weekly publicity updates of ANZ coverage to export distributors. Circulating publicity updates from US & UK distributors and adding same to TPC quote sheets
- Creating and circulating monthly forward titles newsletter to booksellers overseas, and maintaining bookseller distribution list
- Creating export best-seller lists and media digest
- Entering digital review copies on NetGalley and Edelweiss, tracking and circulating feedback to staff, authors, distributors and publicists
- Liaising with authors/agents regarding export opportunities
- Managing submissions for international literary awards
- Checking export schedule against publishing schedule, identifying potential supply issues
- Tracking stock on hand at distributor warehouses, alerting Export Manager to low stocks

Other

- Reading manuscripts on submission to Text and providing input about the acquisition of new titles

Terms: This is a full-time position based in Melbourne

Reporting: To the Rights Manager and Export Manager

Salary: To be negotiated with the successful applicant

Applications: Must address the selection criteria, and must be received by 9am on Friday 1 July. Send applications including cover letter, CV and response to selection criteria to applications@textpublishing.com.au