

TEXT PUBLISHING POSITION DESCRIPTION

Editor

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
- Managing the production of the bi-annual Text catalogue: setting timelines, collating copy, planning title layout and working closely with designers to meet print deadlines
- 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.

Selection Criteria:

- Editorial experience for 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, and must be received at applications@textpublishing.com.au by 9am Friday 1 July 2016.

Terms: Based in Melbourne, this is contract position through to September 2017, with the possibility of an extension

Reports: To the publisher

Salary: To be negotiated with the successful applicant.