

Senior Publishing Assistant – School of Arts and Media – Grade F

Job Description

Purpose

To support the running of Fox and Ink Books as a business, cultivating strong relationships with stakeholders to increase positive internal and external engagement.

The post holder will be required to liaise with internal staff, external partners and stakeholders to ensure corporate events and stakeholder activities meet agreed objectives and meet the University's strategic aims.

Duties

1. Support the Publishing Manager in customer relations' management.
2. Support the Publishing Manager in setting strategic and realistic goals for Fox and Ink Books.
3. Support the Publishing Manager and School Management Team in understanding the Publishing market in context.
4. Support the creation of print, ebook and audiobook and monitor sales.
5. Define PR and Marketing strategies to assist in the production of resources and social media content.
6. Support students on publishing projects.
7. Collate and design PR and Marketing round ups for Fox and Ink Books, liaising with external relations to maximise publicity campaigns.
8. Event planning and co-ordination, which may include travel and flexible working hours.
9. Contribute to the project management of Fox and Ink Books production schedules.
10. Keep clear financial records in line with Fox and Ink Books and University processes and liaise with finance business partners on behalf of Fox and Ink Books.
11. With regards to the nature of your role and its impact upon our students, make an active contribution to and support the improvement of the student experience.
12. Undertake other relevant duties and responsibilities appropriate to the grade of the post.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience working in a publishing house, including undertaking project coordination, event planning and ebook and audio book editing (Application/Interview).
- Experience of software such as InDesign, Photoshop and Excel, with knowledge of Booksonix and data input (Application/Interview).
- Experience of working with external sales teams to promote marketing and managing customer relations with a clear focus of stakeholder interests (Application/Interview).
- Experience of planning, designing and coordinating effective social media campaigns (Application/Interview).
- Undergraduate degree in Publishing or related discipline (Application).
- Ability to manage and prioritise competing workloads, whilst maintaining excellent organisation skills (Application/Interview).
- Knowledge of financial structures within a business (Application/Interview).
- Knowledge of the Children's Book Market (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience of HE environment and of coordinating student participation in live brief projects (Application/Interview).
- Postgraduate degree in Publishing or related discipline (Application).