



Book Sales and Promotions Co-ordinator

Hours: Part-time, 2 days a week/14 hours (40% time)

Job summary

To maximise selling opportunities for Myriad titles, to maintain publishing systems and to manage the promotion of Myriad titles liaising with authors and via social media platforms. Although the job description is very full, many of the tasks are infrequent/as required.

Reporting

The Book Sales and Promotions Co-ordinator will be a member of the Myriad Publications team and will report to the Myriad Board. They will be required to attend weekly Myriad Publications team meetings via Zoom, where priorities can be discussed.

Detail of responsibilities

1. Book sales, rights and general duties

- Be the first point of call for Myriad related emails, responding to and forwarding on as appropriate
- Research possibilities for bulk sales with charities, educational institutions, book box etc to clear excess stock
- Liaise with Louisa Pritchard Associations (LPA) on foreign rights; update LPA with publicity and Title Information Sheets
- Pass on news of foreign rights sales to authors
- Respond to authors enquiries about rights
- Permission fees – respond to requests to reproduce work and agree appropriate fee

2. Systems

Distributors

- Stock movement: check distributor Turnaround's monthly stock reports and report to team if low stock

- Check Amazon listings regularly to ensure information is correct. Discuss with Turnaround and Faber (epub distribution) if amendments are required.

Website

- Keep website up to date with any new book reviews, awards for prizes and listings. Update homepage banners, catalogue links and 'Book of the Month'.

3. Promotion

- Respond often at short notice, to ebook promotion calls from Faber, for various epub retailers
- Arrange posting of titles in response to requests for review copies
- Research opportunities for special promotions, awareness days etc, and collaborations with other organisations
- Send regular reports to Turnaround with all best recent book reviews, features and interviews based on publicity reports and social media reviews
- Keep track of current magazines, bloggers, conferences, events, podcasts and websites that might be able to support Myriad titles
- Keep an eye on Bookbrunch / Bookseller feeds to keep in with book news
- Send out newsletter every three months to maintain contact with subscribers on info list.

Social Media

- Liaise with authors on events to promote backlist
- Keep an eye out for author feeds, for retweeting
- Post on twitter as needed
- Post on Instagram once a fortnight
- Repost epub promotions from Amazon, Kobo etc.

Prizes

- Maintain and update Myriad's prize database
- Organise submissions, and arrange posting of, copies of eligible books
- Inform authors of prizes their books have been submitted to
- Research prizes and note title eligibility.

Author events

- Maintain a spreadsheet of all author events and launches (share on Myriad's social media if public)
- Arrange stock for events via Turnaround.

Person Specification

Experience or knowledge of book publishing. Location not essential but if based in or near Oxford would give opportunity for face-to-face meetings.

Essential Criteria

- Experience or knowledge of book marketing, sales or publicity
- Experience of promotion via social media
- Understanding of digital publishing, and of managing on-line content
- Excellent communication skills
- Confidence in using multiple online platforms with attention to detail
- Strong organisational skills and ability to work on multiple projects
- Able and comfortable to work autonomously.

Desirable Criteria

- Experience in fiction and graphic novels sales
- Knowledge of publishing metadata systems and databases (eg. ONIX, Nielsen)
- An eye for design and a working knowledge of Indesign and Photoshop
- High standards of accuracy and excellent proof-reading skills.

Application

Please email fran.harvey@myriadeditions.com with a current CV and covering letter (not more than one side of A4) saying why you are suited to this position.

Salary

Between £24,000 and £30,000 pro rata, depending on experience.

Deadline

Friday 7th January 2022.