



THEYTUS BOOKS

www.theytus.com

Job Description

Publishing/Marketing Manager

The Publishing/Marketing Manager is responsible for providing oversight of all publishing, editing, and marketing needs of Theytus Books under the direction of the OIERS/Theytus Board of Directors and in collaboration with the In-House Operations Manager and the Sylix Procurement Editorial Committee.

Term: Permanent Full-Time (35 hours per week) with a total of 70 Hours Bi-weekly, completed in the office during office hours from 9:00 am– 5:00 PM

Compensation: The compensation is based on experience and education

Job Duties and Responsibilities:

Publishing

- Manage Theytus books under the direction set out by the OIERS/Theytus Board of Directors.
- Oversight of operational expenses, revenue, cash flow and developing budgets with the In-House Operations Manager
- Proposal development, grant and report writing and funder liaison
- Developing and monitoring cash flow of publications and production schedules, inclusive of scheduling freelance copyediting, proofreading, provide art direction, troubleshoot editorial or design issues and production
- Assemble/convene Special Advisory Committees for Specialized Publication Genres as required
- Schedule freelance copyediting, proofreading and production, or undertake copyediting and proofreading as required
- Approval/signature of printers' proofs and send final files to printer
- Locate subject matter and pedagogical experts to review material in development
- Manage Author Agreements and communications
- Develop and maintain partnerships for the acquisition of special (procurement) projects
- Oversee and manage Editorial Acquisitions
- Manuscript Evaluation in collaboration with the Sylix Procurement Educational Committee (both contracted and unsolicited submissions)
- Sign off on all Printer Proofs and Sign off and send final files to print.
- Brainstorm ideas Publishing Opportunities, and Conceptualize books in development
- Oversee layout (artwork, design, photography) and check content for accuracy and errors

Marketing

- Manage Marketing Theytus titles
- Business and Marketing Plan Development, implementation and oversight
- Primary Public Relations and oversight in all related activities which promote and advocate for Theytus Books
- Liaise with designers, photographers, advertising reps, writers, artists etc
- Ensure copyrights/Foreign Rights and Translation Contracts
- Undertake and manage Foreign Sales and Distributor acquisitions
- Develop a new marketing strategy that has a focus on providing Language and cultural content titles in collaboration with the Sylix Procurement Editorial Committee and the Literary titles committee.
- Oversight of the Theytus website development and design
- Oversight in development of promotional materials, such as catalogues, pamphlets, and presentations

Qualifications

- University degree in publishing and or book marketing or equivalent discipline with relevant work experience with 3-5 years of relevant work experience
- Required to have a Literary background, with an emphasis on indigenous literature
- Candidate must have excellent communication skills in English, good problem solving skills and an energetic and positive attitude
- Working knowledge of Microsoft Office (MS Word, Excel, Power Point) and the internet is an asset, aptitude for learning new computer software such as Book Manager and website design is an asset

Closing Date for Applications: **Thursday October 31, 2019**

Please email applications to: enowkin@vip.net or
Fax completed application to: **(250) 493-5302**