

Graywolf Press seeks an organized, detail-oriented person for the position of Editorial Assistant.

Graywolf Press is a nonprofit publisher of fiction, nonfiction, poetry, and work in translation whose aim is to foster new thinking about what it means to live in the world today. We publish thirty to thirty-five books each year.

The Editorial Assistant directly supports the work of Associate Publisher Katie Dublinski and Executive Editor Yuka Igarashi, in addition to supporting the work of the editorial department as a whole. This position involves reading submissions and writing reports, preparing manuscripts for production, and maintaining key publishing data. The Editorial Assistant also supports the rights department.

The salary for this position is \$40,000 annually. Compensation includes paid time off; health and dental insurance, as well as short-term disability, long-term disability, and life insurance with all employee premiums paid 100% by Graywolf; paid parental leave; and a fully subsidized transit pass. Graywolf employees are eligible for retirement benefits after one year of service. This is a full-time, nonexempt position based in Minneapolis with a start date in November or December 2021.

Key Responsibilities

- Assist with filing, correspondence, manuscript log, contact management, permission requests, manuscript transmittals, acquisitions forms, contract memos, blurb requests, compiling catalog and cover copy, materials for production archive, proofing cover layouts, and other tasks as needed. Assist associate editor with in-office tasks related to transmittal and production of books.
- Serve as first reader on manuscripts submitted to associate publisher and executive editor, and to publisher and editorial director as needed; write reports; maintain submissions log.
- Enter and maintain title metadata and other key publishing data, including catalog copy, in FSG's Biblio data management system and Graywolf's Title Management system for all books, with associate editor.
- Proof ebook files for prose books.
- Serve as rights assistant to associate publisher: assist with filing, correspondence, data entry, and other tasks as needed.
- Assist with preparation for London, Frankfurt, and other international book fairs.
- Assemble and distribute acquisitions forms and excerpts for editorial all-staff meetings.
- Register books with Copyright Office and Library of Congress.
- With office manager, send books to authors, agents, designers, blurbers, Library of Congress, etc., on publication for all books.
- Maintain editorial subscriptions.
- Assist sales and operations manager with literary award submissions as needed.
- Hire and supervise editorial interns (with associate editor).
- Take an active role collaborating with the editorial team and the rest of the staff on cross-departmental projects and task forces.

Skills, Qualities, and Characteristics of Ideal Candidate

Required:

- Strong organizational skills, keen attention to detail, and the ability to prioritize tasks and meet deadlines.
- Excellent written and verbal communication skills.
- Ability to work collaboratively and flexibly with our staff of nineteen and as part of a team.
- Familiarity with Mac OS and Microsoft Office suite and other basic office technology.
- Knowledge of and enthusiasm for contemporary literature.

Preferred:

- Reading knowledge of a foreign language.
- Familiarity with *The Chicago Manual of Style*.
- Previous experience working with databases and data entry.

Location

This position is Minneapolis based. We expect work to take place on-site in the Graywolf office 4 to 5 days per week. We can supply a small relocation stipend.

Physical Demands

Must be able to perform the essential duties of the position with or without reasonable accommodation.

- Must be able to remain in a stationary position 50-75% of the time.
- Must be able to move about inside the office to access files and equipment.
- Must be able to operate a computer and read a large amount of electronic text.

To Apply

Please submit the following application materials via Submittable:

- Cover letter addressed to Human Resources
- Resume
- One-page (single-spaced) review of a contemporary book
- List of your ten favorite books

Applications will be accepted until October 15, and interviews will be conducted on a rolling basis until the position is filled.

Graywolf Press is an equal opportunity employer committed to diversity. We welcome and encourage applicants of all races, ethnicities, gender and sexual identities, and disability statuses. To request an accommodation in the hiring process, please email access@graywolfpress.org.