

Job Title: Marketing Assistant, School & Library

Department: Marketing & Publicity

Reports To: Vice President, School and Library Marketing & Publicity

Join an established and growing children's publishing team! Do you love children's books, YA, graphic novels? Mad about Middle Grade? Work with award-winning authors and fresh debuts on a diverse and innovative list. Be part of a collaborative, inclusive, and dynamic team who values new ideas and approaches. Work virtually now and look forward to an in-person work environment in our New York or Atlanta offices.

Holiday House, Peachtree Publishing, and Pixel+Ink seek a Marketing Assistant, School & Library, to join our team.

You will provide support for convention work, various award submissions, librarian previews, and assist team with advertising and other librarian and teacher promotions. The ideal candidate has keen organizational skills and the ability to prioritize. You show attention to deadlines, possess creative problem-solving skills, and effectively communicate with excellent verbal and written communication skills.

In this role, you will:

- Provide support and follow up for all major national and regional librarian and school conventions whether virtual or in-person
- Brainstorm marketing plans across library and school channels and work with supervision on execution of materials
- Process educator's/reading group guides and lesson plans and track through copyediting and design
- Support work for virtual and/or in-person librarian previews and regional Book Buzz events, including creating PowerPoint presentations
- Keep database of librarians, educators current; place book orders for mailings
- Submit, track, and maintain award submissions across all publishers
- Submit seasonal lists of titles for leveling and maintain leveling grid
- Enter detail and maintain school and library portion of marketing and sales budget; process and track invoices
- Assist team with advertising and additional library- and teacher-focused promotions

Please apply if you meet the following minimum requirements:

- Bachelor's degree from four-year college/university
- Publishing and social media courses/experience a plus
- Excellent writing skills
- Excellent communication and organizational skills
- Highly organized, able to manage multiple priorities simultaneously
- Strong word processing and PowerPoint skills; intermediate Excel skills; knowledge of FileMaker Pro and HTML a plus

TO APPLY: Send cover note, resume, two writing samples, and social media handles via email—with S&L Marketing Assistant in the subject line—to marketing@holidayhouse.com.

ABOUT HOLIDAY HOUSE, PEACHTREE PUBLISHING, and PIXEL+INK

Our group is made up of three children's-only book publishers dedicated to gathering talented authors and illustrators to create books that educate, entertain, encourage, and endure.

Holiday House began in 1935 as the first American publishing house founded with the purpose of publishing only children's books. Our list includes the award-winning I Like to Read® series of picture books for emergent readers and the eponymous imprints of Margaret Ferguson Books and Neal Porter Books. **Peachtree Publishing Company Inc.** is one of a handful of regional houses established throughout the U.S. in the late seventies. Peachtree was the first trade publishing house in the South to achieve national recognition and distribution with several books on *The New York Times* Best-Sellers list. **Pixel+Ink** is the home of the new publisher devoted exclusively to series publishing for children ages 3-13, launched in 2020.

The Holiday House, Peachtree, and Pixel+Ink group values and is actively seeing candidates with a diversity of talents and perspective. All qualified applicants will receive consideration for employment without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status. We offer a competitive range of benefits and compensation, including health, dental, vision, commuting benefits, disability and life insurance, as well as a 401(k).