

Holiday House, a publisher of books for children and young adults, seeks an Editorial Assistant to support editors, review submissions, write copy, and help keep the editorial department functioning smoothly. Excellent organizational skills, a keen visual sense, strong copywriting, the ability to work as part of a team, and a passion for children's books are essential. This position will be temporarily remote, but will move to lower Manhattan as soon as our offices reopen.

Responsibilities include:

- Assists editors/publishers in all stages of book production; reads acquired manuscripts and gives editorial feedback; does art checks, liaisons with and sends materials to authors and illustrators.
- writes flap, ARC and sales copy
- reads and selects manuscripts that require second readings and organizes meetings to read and prioritize submissions
- Attends editorial meetings and production meetings
- Performs various clerical and research duties to support editors and keep department running smoothly

Educational and skills requirements:

- Bachelor's degree from four-year college/university.
- Exceptional critical and writing skills
- Strong organizational skills
- Working knowledge of Microsoft Word (especially track changes), Excel, PowerPoint, basic database
- Spanish language skills are helpful but not required

Candidates should send a resume and cover letter with the subject line "Editorial Assistant" to [holiday@holidayhouse.com](mailto:holiday@holidayhouse.com)

Holiday House Publishing began in 1935 as the first American publishing house founded with the purpose of publishing only children's books. Holiday House publishes books for all age ranges from preschool to young adult. Known for having a deep list of timeless and high-quality books, recent award-winners include *Honeybee*, *I Talk Like A River*, *Eight Knights of Hanukkah*, *Field Trip to the Moon*, *Hey, Water!*, *Small in the City*, *Before She Was Harriet*, *I See a Cat*, *Noodleheads See the Future*, *Finding Langston*, *Adventures of A Girl Called Bicycle*, and *Dreamers*. Our team of just over 35 people is based in an historic building in lower Manhattan's FiDi neighborhood.

Holiday House values and is actively seeking 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.