

Holiday House, a leading children's book publisher is seeking an editorial assistant. This position is responsible for providing administrative and editorial support to an editor in chief and editor as well as performing organizational tasks for the editorial department. This is a full-time position based in New York, NY with the option for hybrid work.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Attend editorial meetings, production status meetings, and jacket meetings.
- Proofread passes of titles when called upon. Read submissions for editors and write readers reports. Recruit expert readers for selected titles and oversee their work. Prepare manuscripts for copyediting; update copyedited manuscripts and transmit them to design; writes flap and bound galley copy; do photo research for nonfiction projects and for illustrators who need additional help with photo research.
- Request payments for authors, illustrators, expert readers, translators, and others. Perform other miscellaneous administrative duties. Track requests and payments. Help editor in chief and editor keep track of book schedules.
- Edit paperback editions of titles originally published in hardcover. Write sales and flap copy for these titles. Present them at sales meetings. Look for new talent including artists and authors. There will be opportunities to edit original titles found by editorial assistant.
- Assist editor-in-chief in creating presentations, Excel sheets, reports, and collection of data from PRH's myhouse and Biblio.
- Critique sketches, dummies, and art. Support authors and illustrators in making revisions. Come up with unique ideas for new books.
- Coordinate title information sheets, scripts, and PowerPoint presentations for sales meetings.
- Act as a liaison with authors, illustrators, agents, and other departments.

#### Qualifications

Candidates must be extremely organized, attentive to detail, and able to multitask and prioritize. The ideal candidate will be a self-starter and possess a strong interest in children's trade publishing, a motivation to learn, exceptional English language skills (proofreading, spelling, grammar), and strong communication and relationship-building skills. They will be expected to become proficient in Adobe Acrobat, Excel, Word, Outlook, PowerPoint, and other common computer programs, as well as develop an understanding of key publishing metrics, financials as well as timetables in order to meet deadlines. Experience in children's book publishing or closely related area is preferred.

The compensation range for this position is \$35-40k. Salary will vary based on a number of factors, including skills and experience. To apply, please send a resume and cover letter to [careers@candlewick.com](mailto:careers@candlewick.com) with the subject line: Editorial Assistant.

The Holiday House and Peachtree group of children's book publishers 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. Our benefits include medical, dental, vision, life insurance, disability coverage, 401(k), and more.