



PUBLISHING ASSISTANT

COMPANY: **SPARK Publications**
JOB FUNCTION: **Editorial and client-services activities for publications**
LOCATION: **Charlotte NC**
EXPERIENCE: **3 Years+ specific working experience**
JOB TYPE: **Full-time**
SALARY: **37K/Hourly**

TO APPLY FOR THIS POSITION:

Email a letter of interest revealing your personality, a link to your online portfolio, and your resume to marketing@SPARKpublications.com attn.: Fabi Preslar. Use the subject line: PUB-ASSIST- *(Your name)*.

ABOUT US:

SPARK Publications is an award-winning, creative, independent publishing firm specializing in the strategy, editing, designing, and production of beautiful and effective print and interactive custom books, national magazines, and specialty publications. We provide high-level service to and collaborate closely with our clients. We've earned their trust and love notes. We have an opening for a full-time publishing assistant. We offer schedule flexibility, paid vacation, paid holidays, and a collaborative, creative environment.

WHAT WE ARE LOOKING FOR:

Our ideal teammate is focused on the client and job details while being a creative thinker who works well in a team environment; contributes to a collaborative, creative process; has a very kind, upbeat, service mindset; is organized; and has an eagle eye for detail and the written English language. This individual must understand the client vision and be a guide for them through the in-house book publishing process with effective time-management and follow-up skills. Additional qualities we are searching for include initiative, accuracy, business-results-driven focus, and heart-led service. For the right candidate this position may be a combination of virtual and in-house and/or accommodate less than full-time.

THE IDEAL CANDIDATE:

Previous experience working (3+years) in office-based customer service. High proficiency with Microsoft® Word and Excel spreadsheets and Adobe® InDesign is required. Editing, writing, and/or proofreading, specifically for long-form publications is preferred. Ability to make mature decisions, have great focus and attention to detail, work well under moderate pressure, meet deadlines, interact with clients, vendors, and teammates in a kind and professional manner, and communicate clearly in English are all additional skills and abilities required for the publishing assistant role.

SOME OF THE ESSENTIALS:

This role will have an exciting opportunity to work with and impact national non-fiction authors in a creative environment by performing the following:

- Support and guide assigned clients through specific publication production processes, including making changes to proofs, setting up printers and distribution, and other tasks as assigned.
- Create, implement, and monitor social media and blog content.
- Accurately write, edit, and/or proofread correspondence.
- Coordinate special event details and projects as needed.
- Research and generate lists for prospective earned media, speaking engagements, and other public relations opportunities.
- Copy edit and/or proofread clients' publications for readability, spelling, punctuation, grammar, and consistency using Chicago style.