

Job Posting: Editorial and Production Assistant, Whitecap Books

Whitecap Books is one of Canada's leading book publishers. Our diverse list focusses primarily on food and wine, but also extends regional history, regional guidebooks, children's picture books, and YA. We are currently seeking one talented, organized, and detail-orientated individual to fill the position of Editorial and Production Assistant.

The Editorial and Production Assistant will be expected to assist the Associate Publisher, Publicity Coordinator, and in-house Editor in various duties including:

- proofreading and copy-editing
- creating manuscript reports
- updating style-sheets, guidelines and checklists
- writing copy for promo material, book covers and the website
- reviewing submissions, in conjunction with the intern
- updating production schedules
- performing pre-press checklists
- creating invoices
- coordinating reprints and reprint corrections
- liaising with our Toronto head office and providing weekly reports
- assigning ISBNs and applying for CIP information
- and uploading metadata

The Editorial and Production Assistant will be working closely with the Associate Publisher and will be involved in the publishing process from signing an author to sending a book to print. They will be expected to attend weekly production meetings and to contribute to group discussions on book design, and book content.

Qualifications

This is considered an entry-level position, but applicants must have a diploma or undergraduate degree. Exceptional knowledge of the English language and ability to proofread is absolutely necessary. Applicants should also have basic familiarity with Microsoft Word, especially track changes, and some knowledge of Excel. Previous knowledge of the publishing industry is preferred.

While not necessary to the position, applicants with basic knowledge of CSS and HTML, and/or Adobe Photoshop and InDesign are encouraged, as there is an opportunity to further develop these skills through epub creation and typesetting.

Please submit a cover letter and resume (including references) to Jesse Marchand at employment@whitecap.ca by March 24, 2014. Please include the job you are applying for in the email subject line. We thank all applicants for their interest, however only qualified candidates will be contacted.