

# TLC

**The Literary  
Consultancy**



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**

## **Job Application Pack: Editorial and Marketing Assistant**

### **The Literary Consultancy**

Located in the heart of Clerkenwell, London, [The Literary Consultancy \(TLC\)](#) is based at the vibrant [Free Word Centre](#). Founded in 1996, TLC was the first editorial consultancy in the UK. We offer manuscript assessment, mentoring and writing services to people writing at all levels, in English, from anywhere in the world. TLC also ran the first industry and writing conference, Writing in a Digital Age, which ran 2012-2014, and now runs an annual Writers' Day, as well as other literary events, and continues to develop new ideas to meet the needs of writers and readers in a range of environments.

TLC is a National Portfolio Organisation of Arts Council England and provides a quota of free manuscript assessments annually through seventeen regional literature partners via the Free Reads Scheme and Quality Writing for All Campaign. We are currently in the first year of our latest ACE funding period, 2018-2022. In the period 2015-2018 TLC offered 295 Free Reads to low-income and marginalised writers.

The role of Editorial and Marketing Assistant is critical to the smooth running of all editorial, administrative and marketing processes within the company, and provides an exciting opportunity for a diligent and enthusiastic individual in an environment at the cutting edge of thinking around contemporary publishing, literature development, and writer service offers. The Assistant will work closely with the Manager to ensure the smooth running of the office and support TLC's core services and systems. The Assistant is the first port of call for all client contact.

## JOB DESCRIPTION

**Job Title:** Editorial and Marketing Assistant

**Reports to:** Editorial Services Manager

**Part time:** (4 days a week) to start March 2019

**Length of contract:** 12 months with a view to extending (3 months' probation)

**Salary:** £21,000 per annum (£16,800 pro rated)

**Benefits:** Pension, SfEP membership, training as necessary

**Purpose of Role:** *To provide administrative support to the Editorial Services Manager across The Literary Consultancy's (TLC) services and operations*

TLC is recruiting for the role of Editorial and Marketing Assistant. We are looking for a highly motivated, efficient person who understands The Literary Consultancy's position within the literary landscape to join our small but dedicated office team and provide administrative support to the company across its core editorial services, including processing, data management, data collection, The Arts Council Free Read Scheme, sales and marketing.

## Key Responsibilities

### Editorial and Author Care

- Managing TLC's freelance reader pool, processing reports, updating them on the latest developments at TLC, and being involved in the recruitment process for new readers
- Handling incoming telephone, postal, and email enquiries from writers coming to TLC for services and advice in a prompt and friendly manner
- Managing payments and invoices
- Supporting the creation of writer resources and assisting in disseminating relevant information to TLC's writer and reader networks

## Office Administration

- Supporting the TLC Editorial Services Manager with the processing of manuscript assessments (digital and postal)
- Handling incoming telephone, postal, and email enquiries
- Managing payments and invoices
- General office admin including photocopying, franking, filing, and stationery orders

## Marketing and Communications

- Working with Editorial Services Manager to build a long term marketing plan in line with TLC's positioning in the market
- Posting regular updates on Facebook and Twitter including regular scheduling of core messaging via Buffer and other platforms
- Marketing research tasks including logging communications with new marketing contacts (social media swaps/ newsletter swaps) with the possibility of direct selling
- Google and other Analytics: regular reporting to the Manager

## Data Entry and Management

- Entering data into our manuscript assessment and mentoring database
  - Regular monitoring of data across core editorial services and referrals, within in-house reporting spreadsheets.

## Financial Administration Support

- Basic reconciling and accruals support
- Regular financial reporting to support book-keeping processes
- Weekly reader and contractor payments

## ACE Support

- Supporting ongoing administration and monitoring including data collection and evaluation for our Arts Council-funded Free Read scheme

## Person Specification

### Skills and Qualifications

*Essential:* proven administrative experience in an arts environment; proficiency in all Office software, particularly Excel, and in using social media; an active interest in the publishing, self-publishing and related industries; good working knowledge of database software; a good eye for proofreading and the ability to write effective marketing copy if required; excellent communication skills (verbal and written); must be reliable and committed to TLC for the duration of the contract.

*Desirable:* previous experience working directly with writers; an understanding of arts funding and grant application processes; experience in marketing/communications; knowledge of InDesign

*It is a requirement that all staff work in a flexible manner compatible with their job and in line with the objectives of TLC. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of TLC.*

### **EQUAL OPPORTUNITIES:**

The Literary Consultancy is an equal opportunities employer. We particularly welcome applications from black and minority ethnic candidates, as they are under-represented within the literature sector. We do not discriminate on grounds of age, disability, gender, gender reassignment, marital status, maternity and pregnancy, race, religion, class and sexual orientation.

**Deadline for applications: 9am, 11th February 2019**

**Please send a one-page cover letter and CV to Aki Schilz:  
aki@literaryconsultancy.co.uk.**

**Interviews: Week commencing February 18th at Free Word, 60 Farringdon Road, London EC1R 3GA.**

**Applicants must be able to start work as close to March 1st 2019 as possible.**