

NINE ARCHES PRESS: Marketing and Operations Manager

Job Description

Job Title: Marketing and Operations Manager

Job Terms: Permanent

Responsible To: Director / Editor

Hours: 0.5 Part time, 18.5 hours per week (hours are flexible including some evenings and weekends – time off in lieu will be given). This position will be subject to a six-month probationary period.

Office Base: Rugby, Warwickshire, UK

Salary: £22 - £24K pro rata, dependent on experience.

Context:

Nine Arches Press was founded in 2008 and is a growing independent publisher of contemporary poetry based in Rugby, Warwickshire. We have published seventy books of poetry, twenty issues of our magazine *Under the Radar*, and are responsible for a busy programme of events, workshops, writer development and mentoring. Our publications have been shortlisted for awards, including the TS Eliot Poetry Prize in 2017. Nine Arches Press is one of Arts Council England's National Portfolio Organisations. Following a period of growth, we are now looking to expand as we move into a new office in 2018 and embark on our next stage of development.

Purpose of Post:

The Marketing and Operations Manager is a new post, created as a result of our expansion in 2018. The Marketing and Operations Manager will be based in our Rugby office. They will be responsible for delivering marketing, sales and promotion and supporting the administration and day-to-day operations of Nine Arches Press. This will include, but not be limited to:

- Marketing, publicity and promotion of Nine Arches Press poetry publications and events to trade, media and public audiences.
- Communicating with the editor, poets, and partnership organisations to develop marketing and publicity plans for all of our titles.
- Supporting the delivery of live events, workshops and our wider programme of activity.
- Maintaining and developing our online resources: i.e. website, social media, blogs and digital content (video / audio).

- Fulfilling trade and customer book orders and supporting future development of direct sales and subscriptions.
- Supporting the collation of marketing, sales and organisational data and information.
- Assisting in general administrative duties.

Person Specification

The successful applicant will be a reliable, enthusiastic individual with excellent communication and organisational skills. They will be passionate about marketing our titles and promoting our poets, in addition to providing administrative support to our operations at Nine Arches Press. They will have the ability to manage their own workload and work efficiently and accurately. They must be confident in working on their own in addition to working together with the Director / Editor and our wider circle of poets and partner organisations.

They should be confident in working with InDesign, Word and Excel, and be familiar with other computer systems, applications and platforms (i.e. email, blogs, Eventbrite, Dropbox). They should also be confident written and digital media communicators, comfortable with our house style and tone, and fluent in using social media platforms to help promote our poets, books and events.

They should be able to work effectively with the public, media and trade when required. They will be experienced in marketing and demonstrate skill in creating publicity and promotions to help increase our book sales. Knowledge of publishing is essential, and an awareness of contemporary poetry and the wider literature sector would be an advantage. They will show willingness to be an integral part of our small but growing organisation.

The successful applicant will benefit from working with an independent publisher which is resourceful and dedicated, and is at a vital stage in its development. With a decade's worth of expertise, we are looking to build upon recent developments and achievements. We are looking for a creative and experienced candidate for this post to join us and represent the very best of Nine Arches Press to the trade, media and our audiences.

Desired/Essential Qualities and Attributes in More Detail:

Knowledge:

	Essential	Desirable
Knowledge of marketing and publicity for books and authors	✓	
Knowledge of publishing industry and book trade	✓	
Knowledge of literary media, journals and contacts		✓
Knowledge of contemporary poetry		✓
Awareness of wider literary / arts sector		✓
Awareness of independent / small press publishing		✓

Work Skills:

	Essential	Desirable
Able to manage workload and work to deadlines	✓	
IT Skills: confident user of Excel, Word, In Design	✓	
Ability to maintain and update data	✓	
Digital media: confident user of social media etc.	✓	
IT Skills: confident user of other apps, platforms and systems		✓
Digital media: experience with audio and video content		✓

General Skills/Attributes:

	Essential	Desirable
Confident communicator in writing, in person and online.	✓	
Strong organisational skills	✓	
Able to represent the company in the media and public	✓	
Creative and able to work on their own initiative	✓	
Able to develop and support organisational systems		✓
Experience of organising public / literature events		✓

Experience:

	Essential	Desirable
Experience of working in publishing / literary sector	✓	
Experience of producing marketing plans and publicity materials	✓	
Experience of working and communicating with the media	✓	
Experience of working with writers		✓
Experience of wider literary / arts sector		✓

Education & Qualifications:

	Essential	Desirable
Educated to A Level or equivalent, with A-C grade qualification in English / English Literature	✓	
Educated to Degree Level or equivalent		✓
Other relevant professional qualifications (i.e. in Creative Writing, Marketing, Literature or Publishing)		✓

How to Apply:

Please send by e-mail a **covering letter** outlining your suitability for the position and a **CV** in the first instance, to:

Jane Commane, Director / Editor, Nine Arches Press.

Please send applications by email to: mail@ninearchespress.com

Deadline for Applications is **5pm on Thursday 22nd March 2018**

Shortlisted applicants will be contacted by 5pm on Monday 26th March 2018 by email. Those shortlisted may be asked to prepare a short presentation and will be invited for interview at our office in Rugby on Thursday 5th April 2018. Please ensure you will be available for this date when applying.

Please note that our offices are disabled accessible.

Nine Arches Press regrets that in the event of a large volume of applications we may not be able to contact non-shortlisted applicants or offer individual feedback.

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