



### JOB DESCRIPTION

Job Title	Marketing Assistant
Responsible To	Campaigns Manager
Responsible For	Providing support to the Campaigns Manager and the Sales Manager
Location	WFH post but located in Scotland, with easy access to Edinburgh
Contract and Salary	1 year initial contract for 17.5 hours per week, with potential for renewal, at £10,000pa (FTE £20,000)

### JOB OBJECTIVE

To carry out a range of tasks to support Campaigns Manager with publicity and marketing, with a small amount of time dedicated to assistance for Sales Manager.

### TASKS

- Assistance with marketing and publicity, from coming up with ideas at campaign planning stage, to launch and beyond
- Monitoring social media and working with our team to create content for our website, newsletter and social media channels
- Mail outs and mailing list management, alongside managing our digital proof service, NetGalley
- Working with bloggers and online influencers, as well as partner organisations
- Author tour and event administration, and working at launches and events
- Compiling sell-in and point of sale materials for our sales team
- Preparing texts and covers for bound copies and Advance Reading Copies
- Website admin and updating
- Other tasks as required by the Directors or Campaigns Manager

### EMPLOYEE SPECIFICATION

Experience and Qualifications	Degree in publishing, marketing or other relevant discipline preferred. Some experience of Publicity and Marketing in a publishing house
Skills and Attributes	<ul style="list-style-type: none"> <li>• A keen reader with demonstrable interest in Sandstone's publishing</li> <li>• An energetic and flexible approach to work, self-motivated with excellent organisational, time management and planning skills</li> <li>• Excellent verbal and written communication skills and meticulous attention to detail</li> <li>• Strong IT skills, including ability to use In Design and Photoshop</li> </ul>