

COVER ARTIST
LORE LUSH, LLC

JOB TITLE: PUBLISHING ASSISTANT

DEPARTMENT: LORE LUSH PUBLISHING

SUPERVISOR: PUBLISHER

ABOUT US:

LORE LUSH PUBLISHING PUBLISHES DIVERSE STORIES FROM DIVERSE AUTHORS AND WE NEED OUR BOOK COVERS TO REFLECT THAT.

OUR GOAL IS TO INCLUDE EVERYONE FROM ALL WALKS OF LIFE, RACE, CULTURES, PREFERENCES, DISABILITIES, ETC. WHILE MAINTAINING AN ELEMENT OF STYLE THAT WOULD BE UNIQUELY OURS. IN ADDITION TO PUBLISHING DIVERSE STORIES, LORE LUSH PUBLISHING ALSO HAS A CROSS-GENRE IMPRINT.

JOB DESCRIPTION:

THE PUBLISHING ASSISTANT WILL ASSIST THE PUBLISHER WITH ADMINISTRATIVE DUTIES AND WILL ACT AS LIAISON BETWEEN PUBLISHER AND EDITORS, COVER ARTISTS, AND AUTHORS.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- PREPARE PUBLISHING SCHEDULES AND OVERSEE EACH PROJECT THROUGH PRODUCTION.
- COMMUNICATE WITH AUTHORS AND AGENTS.
- ASSIST IN THE ACQUISITION PROCESS BY READING AND ASSESSING SUBMISSIONS AND RESPONDING TO SUBMISSIONS IN A TIMELY MANNER.

- CREATE AND PREPARE FORMS: CONTRACTS, FINANCIAL STATEMENTS, MEMOS, AND REQUESTS/REPORTS.
- REPRESENT LLP ON SOCIAL MEDIA; MAY BE REQUIRED TO ATTEND BOOK RELATED EVENTS.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- INTEREST IN DIVERSE FICTION.
- PROFICIENCY IN WORD PROCESSING APPLICATIONS.
- SOCIAL MEDIA SAVVY.
- MANAGES TIME EFFECTIVELY.
- ABILITY TO WORK INDEPENDENTLY AND HANDLE A HIGH VOLUME OF WORK.
- DEMONSTRATES EXCELLENT ORGANIZATIONAL SKILLS AND STRONG WORK ETHIC.
- WORKS WELL WITH A VARIETY OF INDIVIDUALS AND IS COMFORTABLE SPEAKING IN FRONT OF GROUPS.
- DEMONSTRATES AWARENESS OF INDUSTRY TRENDS AND CONSUMER DESIRES.
- DEMONSTRATES FAMILIARITY WITH CREATIVE PUBLISHING SOFTWARE.

EDUCATION AND EXPERIENCE:

- 4 YEAR COLLEGE DEGREE OR MINIMUM OF 4 YEARS RELATED EXPERIENCE.

WORK ENVIRONMENT:

- REMOTE/ WORK FROM HOME/INTERNET ACCESSIBLE
- MUST BE ABLE TO WORK WELL UNDER PRESSURE AND AGAINST STRINGENT DEADLINES.
- MUST BE ABLE TO WORK WEEKDAYS AND SOME EVENINGS AND WEEKENDS WHEN FACING A DEADLINE.
- MUST BE ABLE TO SPEND HOURS LOOKING AT A COMPUTER SCREEN.

LORE LUSH, LLC IS AN EQUAL OPPORTUNITY EMPLOYER

