



Publishing intern (marketing / production / design)

An excellent opportunity has become available for an intern to support the production, marketing and design teams at Muddy Pearl.

Muddy Pearl is an independent publisher of Christian books and general market gift titles, based in Edinburgh. Our editorial policy is to invest in developing new authors who have deep insight or a valuable story to share. We pride ourselves on producing beautiful books that are finished to a high standard with content that is well written, edited and researched.

We are a small, close-knit team who love working together to produce wonderful books that enrich and encourage. There will be one-to-one training, a wide variety of tasks, and a breadth of experience to be gained, something which is rare in larger organisations.

The position is unpaid while in this learning phase, and on a part-time basis for two days a week, initially for three months. There is however a very good possibility of a permanent paid contract for the right candidate, on completion and following assessment of performance.

Position Overview

The publishing intern (Marketing and Production) will support the Marketing and Production Officer and with all tasks involved in the production and promotion of our books.

- Writing and developing PR, social media and direct marketing campaigns
- Preparing marketing copy for the website, creating new book pages and keeping details up to date
- Preparing and ordering advance information sheets, bookmarks, postcards and other marketing materials for book fairs and meetings
- Preparing orders for despatch
- Helping to plan and facilitate book launches and other marketing events
- Giving support to the sales team and liaising with bookshops as required.
- Obtaining endorsements
- General office admin

You will need the ability to work quickly and under pressure at a variety of tasks, a professional and polite manner, excellent time management skills and a strong grasp of English grammar.

Essential skills and qualities

- Educated to degree level in a relevant subject area
- A sound understanding of the different Christian denominations and communities
- Excellent written English
- Strong IT skills
- Meticulous attention to detail
- Able to work under pressure and to tight deadlines
- Able to work well as part of a team

Desirable skills

This role would particularly suit a creative individual with good design skills, an appreciation of the physical aspects of book production (paper quality etc) as well as being numerate and organised.

To apply, please send CV and cover letter to Healey Roseweir by **30th September 2019**:
healey.roseweir@muddypEARL.com. Interviews will be held early October.

