



Editorial Assistant

West Concord, MA / Hybrid

Who we are:

We are an award-winning, independent, women-owned and run, children's book publisher based in Concord, MA. Founded by two mothers in England in 1992, our mission is to open children's hearts, minds and worlds through global stories and art. In 2017, we were named by Forbes as one of the 25 Best Small Companies in America and recognized as the standard for excellence in children's books.

We are also a creative, passionate and driven team who love coming to work and making some of the best children's books on the market, with a team of bright and talented people.

Role description:

As the Editorial Assistant, you will be responsible for assisting with product development for new and reissued books and related content, from acquisition to publication and beyond. The person in this role will support in editing and art-directing our full list of picture books and non-book products, attend regular editorial meetings, and perform various administrative tasks involved in the editorial and production process. Reporting to our Associate Editor, this is a central role at Barefoot, working closely and collaboratively with the editorial team, the design team, and across the business.

Keys to success include: a passion to create important and beautiful children's books which have a lasting impact on young readers; strong organizational and administrative capability and a keen attention to detail; ability to quickly learn new skills and take ownership of tasks; and a collaborative and enthusiastic working style.

Responsibilities:

- Support the editorial team on all book project management and correspondence as needed including text editing, art direction, collating feedback, proofreading, and copywriting, with increasing project management responsibilities over time
- Attend, prepare, and take notes for Project Progress, Publishing Programme, and Acquisitions meetings
- Conduct market and competition research for potential acquisitions
- Read, evaluate, and track digital and physical manuscript submissions

- Research and organize database of illustrators on an ongoing basis
- Review and create briefs for rebranding, errata corrections, US/UK genericizing, and other updates to reissued books and new special trade sales editions
- Proofread/copyedit marketing and sales materials, including our bi-annual product catalog, foreign rights guide, website copy, and other digital or print marketing assets
- Aid in quality control using the editorial checklist process, checking final files, proofs, plotters, and advance copies
- Manage administrative tasks that support the editorial process, such as mailings, filing reference copies, invoices, purchase orders, and Library of Congress data for new titles
- Assist with hiring process for editorial interns

Qualifications:

- 1–2 years relevant experience in children’s book publishing (required)
- An understanding of both print (books) and digital delivery (ebooks, audio) of content
- The ability to work collaboratively, prioritize effectively, and meet deadlines
- A keen eye for detail and a rigorous sense of organization
- The ability to thrive in a fast-paced, entrepreneurial environment
- Excellent communication, editing, research, and writing skills
- Impeccable proofreading skills
- A positive attitude and infectious excitement for children’s books and Barefoot’s mission

We offer:

- A flexible, hybrid working culture, with 3 days in the office highly encouraged
- A friendly, welcoming and inclusive working environment
- Team gatherings, lunch and learns, and volunteer opportunities
- Base salary of \$35–45k per annum, plus profit-sharing bonus
- Personal medical and dental benefits
- Participation in the company’s 401k plan
- Paid holidays, sick and personal time off
- Paid Winter Break December 24 – 31
- Opportunities for growth and mentorship

As a publisher whose core values focus on respect for the world’s diversity and opening doors to underrepresented voices within the publishing industry, we strongly encourage candidates of color to apply. All qualified applicants will receive consideration for employment without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status.

Candidates must be authorized to work in the United States, sponsorship is not available at this time.

To apply, please submit your resume and covering letter explaining your interest in the position via LinkedIn. Please note that this is not a remote position; only candidates able to work in an in-person / hybrid capacity in West Concord, MA will be considered.

After initial virtual screening, interviews will be conducted in-person at our offices in West Concord on a rolling basis.