



# Barefoot Books

*step inside a story*

## **Assistant Editor**

**West Concord, MA**

Barefoot Books is looking for someone with a passion for creating groundbreaking children's books. Working closely with the editorial and design teams, the Assistant Editor role will help with product development for both new and reissued books, as well as digital content, from acquisition to publication and beyond. The role will support our Senior Editors and Editorial Director in editing and art-directing our full list of picture books and non-book products, attending regular editorial meetings and performing various administrative tasks involved in the editorial and production process. This is a full-time position with benefits.

\*\*\*Please note that the entire Barefoot Books team is currently working remotely due to COVID-19. This role would be onboarded and start remotely for the foreseeable future. We will be moving to a new office space in West Concord, MA, in early 2021, but returning to a group work environment is dependent upon the status of COVID-19.

### **What you'll do:**

- Support the editorial team on all book projects in development, assisting with text editing, art direction, collating feedback, proofreading as well as jacket and endmatter copywriting
- Assist with project management and correspondence as needed, with increasing project management responsibilities over time
- Attend and help prepare for weekly Project Progress meetings; take minutes
- Attend and help prepare for "Blue Sky" (manuscript acquisition) meetings; take minutes
- Conduct market and competition research for potential acquisitions
- Assist with reviewing and creating briefs for rebranding, errata corrections, US/UK genericizing and other updates to reissued books
- Liaise with the design team to create special trade sales editions as needed
- Proofread/copy edit marketing and sales materials, including our bi-annual product catalog, foreign rights guide, website copy and other digital or print marketing assets
- Assist with quality control editorial checklist process, checking final files before they are sent to repro as well as checking proofs, plotters and advance copies
- Manage various administrative tasks that support the editorial process, such as filing for Library of Congress data for all new books
- Read, log and evaluate manuscript submissions
- Do ongoing research to contribute to our illustrator database, search for and identify potential illustrators for new projects and help keep the database organized

- Train and manage editorial interns; assist with hiring process for editorial interns
- Perform administrative tasks such as mailings, filing reference copies, filing invoices and POs and other tasks as needed

### **We're looking for someone with:**

- 1–2 years relevant experience in children's book publishing (required)
- An understanding of both print and digital delivery of content and a passion for children's literature and picture book artwork
- The ability to work collaboratively, prioritize effectively and meet deadlines
- A keen eye for detail and a rigorous sense of organization
- Excellent communication, editing, research and writing skills
- Impeccable proofreading skills
- A resourceful and energetic personality, with strong interpersonal skills
- Demonstrated integrity, maturity, positivity and a constructive approach to challenges
- The ability to thrive in a fast-paced, entrepreneurial environment
- A positive attitude and infectious excitement for children's books!

### **To apply:**

To apply, please email your resume and cover letter to: Emma Parkin, Editorial Director  
[emma.parkin@barefootbooks.co.uk](mailto:emma.parkin@barefootbooks.co.uk)

### **About Us:**

**"The standard for excellence in children's books" — *Forbes***

Founded in England in 1992, we are an award-winning, independent children's publisher based in Cambridge, MA, with a mission to share stories, connect families and inspire children. In 2017, we were named by Forbes as one of the [25 Best Small Companies in America](#).

We have created more than 700 books, spoken word stories, music, animations, characters, puzzles and games that open children's hearts and minds to our wonderfully diverse world. Our first app, [Barefoot World Atlas](#), has had 4 million+ downloads and was selected by Apple as one of their top 10 apps of all time. Our [YouTube channel](#) has over 200 million views. A big part of Barefoot's work is to support literacy initiatives across the globe and in 2019, in partnership with Books for Africa, they shipped 300K books to children orphaned by the HIV / AIDS crisis and their caregivers in Mozambique.

However, our proudest accomplishment is to have put over 25 million books into the hands of children around the world. Renowned for our pioneering approach to creating and marketing high-quality, diverse and inclusive children's books, as well as our colorful, collaborative and fun working culture, we have laid the foundations to grow Barefoot into a timeless global family brand for the very best children's content. See our [Barefoot Manifesto](#).