



Multilingual Matters: Production Assistant

Jobs - Publishing Thursday, 30th September 2021

We are looking for a Production Assistant to support the Head of Production in overseeing the production of new titles from receipt of the final manuscript through to delivery of the final book products



The right candidate will have:

- The ability to manage their own workload and meet deadlines
- Excellent attention to detail and experience of proofing
- The ability to recognise spelling and grammatical errors (UK and US English) and follow house style
- Good communication skills and the ability to liaise with authors, suppliers and in-house departments
- A familiarity with ebook formats and programs

The Production Assistant role is full time, 35 hours per week. The company is based in Bristol and our Head of Production in Devon, but a successful candidate could work at home while being available to attend meetings in Devon and Bristol from time to time, COVID allowing.

Salary range: £22,000–£25,000

Please send your CV and cover letter to Sarah Williams: sarah@channelviewpublications.com

Closing date: Monday 11 October 2021

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