

Job Description: COMMISSIONING EDITOR, ANGRY ROBOT

Type: Full time

Location: London

Salary: £28,000 to £32,000 depending on experience

PURPOSE

Acquire, edit and oversee Angry Robot's range of science fiction & fantasy novels.

KEY RESPONSIBILITIES

- ♦ Handle all new submissions
- ♦ Acquire new titles
- ♦ Edit titles for publication
- ♦ Support authors
- ♦ Be a part of the Angry Robot gang
- ♦ Ensure that the Angry Robot imprint is profitable on a monthly basis

MAIN TASKS

Handle all new submissions

- ♦ Field queries from authors & agents.
- ♦ Log submissions in and out.
- ♦ Read & report on new submissions.
- ♦ Promote promising new titles to sales and marketing.
- ♦ Send out rejection emails.

Acquire new titles

- ♦ Work with the CEO to strategize and schedule the AR range going forwards.
- ♦ Build relationships with key contacts among SF authors and agents.
- ♦ Identify suitable books to publish.
- ♦ Negotiate terms with authors or agents.
- ♦ Oversee issuing of contracts.

Edit titles for publication

- ♦ Provide a structural edit for chosen titles.
- ♦ Liaise with authors on rewrites.
- ♦ Arrange for all titles to be copy edited, proofread and typeset, from list of available freelancers.
- ♦ Ensure all freelancer invoices passed to accounts.
- ♦ Oversee and update AR's style and submission guidelines.

Arrange promotions for titles

- ♦ Arrange promotion events for each book, both physical and online.
- ♦ Encourage and support authors in promotional activity.
- ♦ Maintain database of contacts with bloggers, reviewers, etc.
- ♦ Communicate promotion plans with UK and US sales & marketing teams.

Support authors

- ♦ Send out author questionnaires; file all replies.
- ♦ Order & despatch any samples, review copies, etc.
- ♦ Help with author events, both physical and online.
- ♦ Generally be aware of all authors' needs through regular contact.

Be a part of the Angry Robot gang

- ♦ Promote the Angry Robot brand at all times.
- ♦ Contribute regularly to the Angry Robot website and social media.
- ♦ Advise on editorial needs and the wider topic of SF and fantasy fiction, new reading technology and online opportunities.
- ♦ Contribute general ideas about the AR range and the business.

Ensure that the imprint is profitable

- ♦ Monthly profit and loss analysis of the AR imprint will be shared and includes all books (backlist & new titles)
- ♦ Manage the imprint to ensure that there is an operating profit each month
- ♦ Accountable to monthly and annual targets set

COMPETENCIES

- ♦ Science fiction & fantasy books and publishing scene knowledge.
- ♦ Editing and copy editing, proofreading skills and general high standard of grammar.
- ♦ Assertiveness and negotiating skills.
- ♦ Scheduling and project management.
- ♦ Communication skills.
- ♦ Web and social media skills.
- ♦ Word and Excel competence.
- ♦ Sense of ownership over their role and actions.
- ♦ Respond quickly and positively to changes.

REPORTING TO

Etan Ilfeld, CEO of Watkins Media Ltd

Apply with CV, current salary and notice period to etan.ilfeld@atkinspublishing.com