

PUBLISHING CONTRACTS ADVISOR

Role description

Basic hours per week: Permanent, part-time (21-28 hrs)
Location: Bloomsbury, London
Remuneration: £24-28,000 pro rata, depending on experience
Reports to: CEO



An exciting opportunity has arisen to join the Society of Authors' highly-respected professional advisory team. This role would suit someone looking for their second job dealing with publishing contracts and who is looking to progress to their next role within the field. We would also be interested in hearing from more experienced contracts professionals wishing to work part-time hours.

About the Society of Authors

The Society of Authors is a membership organisation serving the interests of over 11,000 authors working in all areas of the profession. Its busy advisory team offers to SoA members - many of whom are not represented by literary agents - the confidential, individual vetting of a range of contracts from publishers to production companies and literary agencies, and advice on a broad range of queries relating to the business of writing. For further information about our work see www.societyofauthors.org.

The role

You will work as part of our contracts advisory team, which offers the confidential, individual vetting of a range of contracts, from publishers to production companies and literary agencies, to advice on a broad range of queries relating to the business of writing.

It is essential that you feel comfortable working closely with authors by phone, email and face-to-face. You should be approachable, flexible, efficient, and able to work as part of a team.

You will also have the opportunity to get involved in the wider activities of the SoA, from campaigning and lobbying to attending events, meeting authors, giving talks and coordinating one of our special interest groups.

Core responsibilities

- Responding to telephone, email and postal enquiries on all aspects of the business of publishing (NB you are not expected to be familiar with all aspects from the outset).
- Vetting the contracts offered to members of the Society of Authors.
- Advising on and supporting members in their negotiations.
- Attending the occasional work and/or industry evening event.

The duties above outline the broad areas of responsibility of the role. The SoA reserves the right to vary these duties to suit the requirements of the business.

Person specification

You should be approachable, efficient, flexible and work well as part of a team. A working knowledge of UK publishing contracts is essential.

- 1-2 years' experience within a publisher's contracts department or within a literary agency desirable.
- Experience with TV, radio and film contracts is desirable but not essential.
- A good working knowledge of a variety of publishing contracts.
- Excellent written and oral communication skills.
- Good IT skills.

The role is primarily office-based, although some home working is permitted.

November 2019

Apply

To apply for this role or to find out more, email Anna Ganley at AGanley@societyofauthors.org by **Friday 3 January**. When applying, please email your CV together with your letter of application. All applications will be acknowledged. Interviews will take place in early January.

The SoA is committed to championing equality, inclusivity and diversity. We strongly encourage applications from a broad range of social, cultural and educational backgrounds and from under-represented backgrounds.

Financial support

[The Book Trade Charity](#) offers financial help to applicants (particularly those under the age of 30) looking for jobs in the book trade, including help with interview costs, affordable housing and accommodation. [Find out more](#)