

## Job Description: Assistant Editor

### Position Overview:

Working within the Barefoot Books Product team, the Assistant Editor will assist with product development for both new and reissued books, as well as digital content, from acquisition to publication and beyond. The person in this role will support our Senior Editors and Senior Director of Product 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.

### What You'll Do:

- Support the Product Team on all book projects in development, assisting with text editing, art direction, collating feedback, proofreading, jacket and endmatter copywriting, and other tasks
- Assist the Product Team with project management and correspondence as needed, with increasing project management responsibilities over time
- Attend and help prepare for weekly project progress meetings; take notes as needed
- Attend and help prepare for “Blue Sky” (manuscript acquisition) meetings; take notes as needed
- 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/copyedit marketing and sales materials as needed, 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
- Research illustrators on an ongoing basis to contribute to our database of potential illustrators, search for and identify potential illustrators for new projects, and help keep the database organized
- Train and manage editorial interns
- Perform occasional administrative tasks such as mailings
- Other tasks, as assigned

**Qualifications:**

- 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
- The ability to thrive in a fast-paced, entrepreneurial environment
- Excellent communication, editing, research, and writing skills
- Impeccable proofreading skills
- Resourceful and energetic, with strong interpersonal skills
- Demonstrated integrity, maturity, positivity and a constructive approach to challenges

**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 600 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 130 million views.

However, our proudest accomplishment is to have put over 20 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.

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This is a full-time, benefits eligible position. To apply, please email your resume and cover letter to:

Stefanie Wieder, Senior Director of Product  
[stefanie.wieder@barefootbooks.com](mailto:stefanie.wieder@barefootbooks.com).