

## **Job Description: Freelance Honno Assistant Editor (AE).**

Hours: This is for 15 hours a week of editorial work, with some general stock management and marketing tasks. The AE can organise when they work their 15 hours through the week to fit with other commitments. They will need to negotiate with the other staff when they can be contacted in work time.

[The intention is that the job will go to 30 hours when covering for the Honno Editor, but that date cannot be known yet. The job description for the four-day-a-week cover will be negotiated when we know the start date. The job description below is for the 2-day-a-week AE work. Please contact us for more information on this as it will be easier to explain in person.]

This is a six-month fixed contract. It will be worked from home, though the AE will need to attend meetings with the Honno staff once the office is open again. Fulfilling orders will need them to come in person to the storeroom when possible.

The job is overseen by the Honno Management committee and any questions or problems should be brought to the committee. Other terms and conditions are in the offer letter, contract and staff handbook.

- **Production** - They will be responsible for arranging the copyediting, typesetting, proofreading and printing of all the books published by Honno in the six months period.
  - This means in detail to:
    - o Produce and follow a checklist for everything that needs to be done before a book goes to print (including which material needs to be included, who needs to be asked for copies etc.)
    - o Create production schedule for each new title
    - o maintain production calendar and make sure dates on production schedule are met, i.e., authors are reminded of delivery times; text goes to printers on time, etc.
    - o Make sure all the relevant material is sent to printer for each title. E.g. inside cover, dedication etc.
    - o Classics - liaise with Jane Aaron and editor of the individual title; organize scanning of original text if necessary; check scans or get scans checked ready for typesetting
    - o obtain print quotes to enable completion of the production section of the grant application for the Welsh classic
    - o Use Toggl timeline/board system
    - o Send final script to typesetter, with any special instructions
    - o Request print quotes from printers
    - o Send final text and cover files to printer
    - o EBooks: arranging eBook creation by typesetter, checking and uploading to Faber
- They will be a consistent point of contact for authors, freelancers, designers, typesetters, and printers, keeping them and the Honno staff up-to-date with the progress of the books through the system.

- They will use the [post@honno.co.uk](mailto:post@honno.co.uk) for Honno work and also reply to any general enquiries at that email address and forward on emails if necessary. This will include scripts sent to Honno, which they will need to record and pass to the Editor.
- Together with the Marketing Manager, they will help keep the website up-to-date and help in updating online records for the books on sites like Goodreads. They may also work with the Marketing Manager to send out e-newsletters where needed.
- **Stock:** they will maintain the day-to-day management of stock, making sure Turnaround and the BCW have the stock they need. Web orders are to be handled by Turnaround or BCW, but they will make sure that is happening. This will also include book for events and sending out books for prizes when necessary.
- They will either pack the books themselves or organise someone to pack them, depending on the weight involved - they will make sure they are not taking physical risks with moving stock. Any extra costs to pay someone to move books to protect the health of the AE are to be checked with the committee beforehand and will be paid by Honno if approved, or the committee will find another way of moving the books.
- They are not responsible for the financial records on orders, which are done by the Finance Officer. They will agree with the Finance Officer how records are filed and handled.
- Production Meetings - they will write the minutes of the Production meeting after each meeting. Production meetings are usually held once a fortnight and the AE would be expected to attend if at work that week.
- They will report to the Honno committee on any issues arising in the smooth running of their job. They may come to the Honno committee meetings and other meetings, if they wish to. It is not compulsory.

Over the six months, there may be other ways in which the AE can work with the Editor and Marketing Manager, as projects develop. Any uncertainty about their tasks should be brought to the HR team.

**General tasks as part of the Honno cooperative:**

- To be part of the general 'team' ethos of Honno.
- To maintain their files in a way that is accessible to all.
- To handle the petty cash in line with the Bookkeeper's advice and submit all expenses in line with the Honno expenses policy.
- To be easily contactable (within set working hours) for the other staff and committee members, and to keep the other members of Honno up-to-date with their plans, budgets and schedules.
- To follow Honno's business and employment policies, eg that all sales material will be available in Welsh and English.
- To share responsibility for maintaining the Honno contacts database.