



Gwasg Menywod Cymru  
Welsh Women's Press

**Job Description: Freelance Honno Editorial and Project Manager (EPM).**

Hours: This is a six month fixed term contract for 30 hours a week of editorial work and project management with some management tasks towards the smooth running of Honno. The EPM can organise when they work their 30 hours through the week to fit with other commitments. They will need to be able to be contacted easily during agreed times in the week.

This is a six month freelance contract. It will be worked from home. They may need to come to the office for occasional meetings with the Honno staff when the office is open again, but they can choose to have these meetings by video link if they prefer.

This job is primarily to cover while the Honno Editor is off work - we cannot predict how long she will need to be off sick at this point. If the Editor comes back to work before the six months are finished, we will still want the EPM to work the rest of the six month contract.

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 and contract. Some of the policies in the staff handbook, such as the handling of expenses will also apply to freelance contracts.

- 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 is currently planned to be 6 books in the six months.

This means in detail to:

- Create production schedule for each new title
- Maintain production calendar and make sure deadlines are met.
- 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
- Make sure typesetters, copyeditors, proofreaders and printers have what they need on schedule

- EBooks: arranging eBook creation by typesetter, checking and sending to Faber Factory
- Editorial - depending on the project they may edit or organise for another freelance editor to edit the text of the book. This can be agreed with the committee depending on the workload.
- If reprints are needed, this would be discussed with the Marketing manager and/or committee. If the reprint is agreed, the EPM would see that they are printed. • They will be a 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.
- They will use the post@honno.co.uk for Honno work and also reply to any general enquiries at that email address or forward on emails to committee if necessary. This will include scripts sent to Honno, which they will need to record and pass to the Honno script committee.
- Scripts - depending on the other demands on their time, they would join Honno script committee meetings, to discuss future projects, and to help the script committee with replying to submissions.
- They will work with the Marketing Manager on the blurbs, etc for marketing materials; with keeping 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 on copy for the e-newsletters where needed.
- Production Meetings - Production meetings are usually held once a fortnight on a Tuesday morning via Zoom and the EPM would be expected to attend if possible. They are held with the EPM, the Marketing Manager and at least one member of the committee. These meetings simply go through where books are on the schedule and discuss any problems. The EPM would keep notes of where the books are on the schedule.
- They will report to the Honno committee on any issues arising in the smooth running of their job. They can choose to 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 EPM 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 cooperative 'team' ethos of Honno.
- To maintain their files in a way that is accessible to all.
- To 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 upto-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.

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