

Escape Artists Inc.

Post Office Box 83

Woodstock, Georgia 30188 USA

www.EscapeArtists.net

Role Description - Publishing Assistant

The Publishing Assistant supports the co-owners / publishers, assisting with scheduling, correspondence, meetings, archiving, and a wide range of administrative tasks.

This is a part time contractor position, and is ideal for someone looking for a paid side hustle or to gain or leverage their organizational skills in the genre fiction and podcasting space.

Role Details

- Position title: Publishing Assistant
- Location: Remote
- Hours: Part-time and flexible (estimated 15 hours per month)
- Pay: Flat rate of USD \$[REDACTED] per month (plus incurred costs, if any)
- Start Date: Immediate / ASAP
- Contract Length: Three month probationary period before permanent
- Potential for role expansion

Responsibilities ("What You'll Do")

This role includes:

- Regular communication with, and reporting to, the COO
- Working closely with key stakeholder across the administrative, technical, marketing, and editorial teams
- Maintaining product road maps, project plans and dashboards
- Keeping current on upcoming projects, events, and deadlines
- Documenting ways of working and best practices
- Quarterly status meetings with co-owners and other teams as appropriate
- Workflow including:
 - Scheduling reminders and oversight of ongoing projects
 - Preparing agendas and summaries or minutes of meetings (either live or from recordings)
 - Coordinating status reports on outstanding tasks and projects
 - Monthly internal communications
 - Scheduling social media posts

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- Assist with organizing events and arranging deliveries and gifts
- Monitoring a shared inbox and scheduling prompts or follow ups
- Maintaining a strong working relationship with key stakeholders across the company
- Assisting with the production and distribution of promotional materials, marketing campaigns, and sponsorship opportunities
- Maintaining contact information and org charts
- Maintaining communal calendars with key industry events

Other responsibilities including:

- Safeguarding EA's confidential information and personal data
- Abiding by the EA [Code of Conduct](#) and the [Terms of Use and Privacy Policy](#)
- Any other tasks or services agreed in connection with this role
- Maintaining a baseline working knowledge of our industry
- Possible attendance of industry events (depending on location and interest)
- We encourage you to interact with our wider fan community via our forum, Patron-only Discord server and social media channels

Requirements ("What You Bring")

We are looking for someone who:

- Has relevant and demonstrable knowledge and experience working in a supporting administrative role
- Capable with document and spreadsheet software including GSuite
- Is capable with project management platforms including Trello and Slack
- Is willing to learn, use and offer feedback
- Can be regularly contactable, and attend trainings and meetings when provided with sufficient notice

Helpful skills and qualifications ("Nice to Have")

- Fluent in English (read and write; speaking is also helpful)
- Relevant and demonstrable knowledge and experience working in a team
- Familiarity with donation platforms including PayPal, Patreon and Ko-fi
- Familiarity with social media platforms including Discord and Twitter
- Experience with content creation dashboards including Twitch and YouTube

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An ideal candidate (is):

- A strong and active communicator
- Highly responsive
- Collaborative
- Responsive to change
- Highly organised, self-disciplined and self-motivated
- Holds themselves to professional standards and acts with integrity
- Committed to diversity and inclusion in every aspect of their work
- Able to work well in an asynchronous environment and across time zones
- Able to work with minimal daily oversight (but never without support)
- Open to learning new skills and taking on new challenges
- Open to constructive feedback
- Actively interested in genre fiction (especially audio fiction)
- Familiar with our existing work and online communities

About Us

Escape Artists Inc. is a US-based media company. We specialize in creating free-to-listen short fiction podcasts including the original science fiction podcast, Escape Pod. Our award-winning content is downloaded or streamed millions of times a year.

Visit EscapeArtists.net for more information and our press kit.