

Escape Artists Inc.

Post Office Box 83

Woodstock, Georgia 30188 USA

www.EscapeArtists.net

Role Description - New Fiction Manager

We publish short fiction across the genre spectrum - from YA and fantasy, to science fiction and horror. Each genre has its own award consideration cycles, best of anthologies, and reviews communities. The New Fiction Manager role will coordinate our efforts to make sure the fiction we publish has the very best shot at critical recognition.

This is a part time contractor position, and is ideal for someone looking for a paid side hustle or to gain or leverage their existing skills and experience in the genre fiction and podcasting space. It has a significant public facing component.

Note: we anticipate that this role will have an uneven cadence, with some periods busier than others, such as at the start of the role as systems are put in place. We have taken this into consideration when providing the estimated hours per month.

Role Details

- Position title: New Fiction Manager
- Location: Remote
- Hours: Part-time and flexible (estimated 10 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 co-owners / publishers
- Maintaining a strong working relationship with key stakeholders across the administrative, technical, marketing, and editorial teams
- Creating and maintaining product road maps, project plans and dashboards
- Keeping current on upcoming events and deadlines
- Documenting ways of working and best practices
- Quarterly status meetings with co-owners and other teams as appropriate
- Workflow including:

Escape Artists Inc.

Post Office Box 83

Woodstock, Georgia 30188 USA

www.EscapeArtists.net



- Create and deliver an annual cadence of submissions to annual ‘best of’ anthologies, in collaboration with editorial teams
- Create and delivery a campaign of submissions to various and appropriate genre fiction awards and juries
- Proactively seek out new award opportunities for our published fiction
- Strengthen ties with existing short fiction reviewers and proactively seek to establish relationships with new ones
- Coordinate preparation of award consideration materials, for example the Hugo Award Voting Packet
- Assemble and monitor key publication statistics and eligibility lists
- Assist Marketing Manager in preparing and delivering promotional campaigns for award consideration
- Assist Marketing Manager in maintaining press kits
- Coordinate with Graphic Artist for assets as needed

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 the genre fiction industry
- Experience creating eBooks to various requirements
- Capable with document and spreadsheet software including GSuite
- Is capable with project management platforms including Trello and Slack
- Familiarity with publishing awards, journalism, reviewers, and anthologies
- Familiarity with podcasting awards, journalism, and reviewers
- Is willing to learn, use and offer feedback

Escape Artists Inc.

Post Office Box 83

Woodstock, Georgia 30188 USA

www.EscapeArtists.net

- Can be regularly contactable, and attend trainings and meetings when provided with sufficient notice

Helpful skills and qualifications (“Nice to Have”)

- Established connections with the short fiction reviewing community
- Established connections with short fiction annual anthology community
- Established connections with the audio fiction podcasting community
- Fluent in English (read and write; speaking is also helpful)
- Relevant and demonstrable knowledge and experience working in a team, ideally in publishing and/or podcasting
- Familiarity with social media platforms including Discord and Twitter

Person specification (“Who You Are”)

An ideal candidate (is):

- A strong and active communicator
- Highly responsive
- Collaborative
- Responsive to change
- Highly organised, self-disciplined and self-motivated
- 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-nominated content reaches millions of listeners each year.

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