



PO BOX 130025 • Ann Arbor, MI 48113 • WTAWPRESS.ORG

PART-TIME ASSOCIATE PUBLISHER

Job Title: Part-Time Associate Publisher

Organization: WTAW Press

Location: Remote

Reports To: Publisher/Director

Hours: Part-time, 20 hours per week, some flexible scheduling possible

Compensation: This is an independent contractual position with a starting pay of \$20,000 annually, with potential for growth.

About WTAW Press:

WTAW Press, founded in 2015, is an independent, nonprofit publisher of exceptional books with a mission to enrich the literary landscape and highlight deserving voices. We champion books that possess a mastery of craft, take artistic and intellectual risks, and showcase an array of voices and experiences. Our vibrant catalog includes novels, story collections, memoirs, as well as fiction and nonfiction chapbooks. We provide opportunities to writers through the Kevin McIlvoy Book Prize, the Alcove Chapbook Series, and Betty, our imprint dedicated to publishing books by women. Learn more at www.wtawpress.org

Position Summary:

WTAW Press seeks a highly organized, detail-oriented, and proactive Part-Time Associate Publisher to assist the Publisher with all operations of WTAW Press, including taking charge of business, administrative, scheduling, staffing, and fundraising areas, and working closely with the Publisher in planning, managing, and executing the work of the press. This is an excellent opportunity for a skilled publishing professional who is passionate about literary works and thrives in a collaborative, mission-driven environment. The role offers the potential for growth, with opportunities to assume greater responsibility for the operations and leadership WTAW over time.

Key Responsibilities:

- Maintaining relationships with the press's authors, including fulfilling publishing contracts
- Directing, managing, and supervising the efforts of the professional and volunteer staff
- Managing events and programs, both internal and external

- Directing development and grant-writing efforts
- Participating in and coordinating the ongoing preservation of relationships with publishing industry leaders, authors, funders, donors, civic leaders, and others in the nonprofit sector
- Taking a leadership role in respect to WTAW's relationships with its distributor and marketing teams
- Contributing to the development and improvement of editorial and production workflows and processes
- Staying informed about current trends and best practices in book publishing

Qualifications:

- Minimum of 3–5 years of experience in book publishing
- Proven ability to manage multiple complex projects simultaneously and meet deadlines in a fast-paced environment
- Exceptional organizational skills, attention to detail, and meticulous proofreading abilities
- Excellent written and verbal communication skills, with the ability to interact professionally and effectively with authors, freelancers, vendors, and other key stakeholders
- Strong working knowledge of the book production process, including editing, design, typesetting, printing, ebook creation, distribution, and marketing and publicity efforts
- Familiarity with industry standards and industry-style guides (e.g., Chicago Manual of Style)
- Proficiency in project management and with project management platforms and tools
- Experience working with book production professionals and vendors is a plus
- Experience working in a small publishing house is a plus
- Experience in the nonprofit environment is a plus
- Degree in English, Literature, Publishing, or a related field is preferred

To Apply:

Submit a cover letter outlining your experience and interest in this position, along with your resume, to wtaw@wtawpress.org. In your cover letter, please highlight your experience in publishing.

Note: This job description is intended to provide a general overview of the responsibilities and qualifications for this position and is not intended to be an exhaustive list of all duties and responsibilities.