

ATKV: Vacancies

ATKV-LAPA Pretoria-office

Assistant Publisher: Fiction

The ATKV is a dynamic and fast-growing Afrikaans Language- and Culture organization with a vacancy for a qualified and energetic individual to join our team as an Assistant Publisher within LAPA Publishers based at the Pretoria office.

The ATKV adheres to an equal opportunities policy with regards to all vacant positions.

Basic requirements:

- Bachelor degree with a basic knowledge of the South African publishing industry with an interest in genre fiction, more specifically romantic and suspense fiction;
- A candidate should be computer literate and must be a reliable project manager that works well under pressure and can manage deadlines;
- A candidate must be proficient in Afrikaans and must have experience with reference to editing and proof reading content in Afrikaans;
- Knowledge and experience working with social media platforms including, Facebook, Instagram/Bookstagram, Twitter and WordPress will be beneficial;
- A candidate must have strong administrative and communicative skills, be able to negotiate and be comfortable liaising directly with authors and contracted employees.

Responsibilities and Tasks:

- Support fiction department with production-related tasks, daily administrative duties as well as recruiting and evaluating unsolicited manuscripts.
- Management and marketing of social media- and blogging platforms.
- Take lead and responsibility for special projects within the fiction publishing department.
- Assist with client and service enquiries and queries.

Applications to be submitted to:

Charlene Hougaard,

LAPA Uitgewers

Address:

Posbus 123, Pretoria, 0001

Fax: 011 326 1171

E-mail: charleneh@lapa.co.za

Deadline for applications: 7 November 2018.

Please regard your application as unsuccessful if you have not received feedback from us within six weeks.

