

## **Contracts Assistant, Business Affairs**

For its children's book publishers Holiday House and Peachtree and their respective imprints, parent company Trustbridge Global Media is seeking a highly motivated and detail-oriented Contracts Assistant to work in its Business Affairs department.

The candidate will report to both the department's Vice President and its Contracts Manager and will work out of our New York office at least two days per week and remotely the rest of the week, as part of a hybrid working schedule.

Our group of children's publishers creates high-quality, award-winning books for kids of all ages. Recent recognition includes the Caldecott Medal, *New York Times Best Illustrated* titles, short-listing for the *Bologna Prize for Best Children's Book Publisher of the Year*, countless starred reviews, appearance on significant "best of" title lists, and national and regional bestsellers.

The ideal candidate will have a general interest in children's trade publishing, and a specific interest in working in contracts and royalties. This role will complete a high volume of tasks and projects in close communication within a small, collaborative team. A willingness to perform both large and small tasks is required.

### **Role and Responsibilities will include:**

- Entering and updating contracts in the rights and royalty database
- Handling copyright registration of published works across three publishers
- Drafting and tracking the progress of jacket art agreements
- Drafting author and illustrator contracts
- Drafting and sending out other legal documents, letters, and other routine correspondence as requested
- Tracking department workflow to ensure documents are moving forward to completion
- Generating payment requests for advances or fees due authors and illustrators

### **Experience:**

- At least one year of experience working in the publishing industry, preferred
- Proficiency with Microsoft Office, required
- Prior experience with databases, preferred (familiarity with Biblio is a plus)

### **Skills:**

- Outstanding verbal and written communication skills
- Impressive attention to detail
- Strong organizational skills
- Aptitude and appreciation for systems and processes
- Ability to multi-task and prioritize
- Excellent concentration skills

The compensation range for this position is \$37,000 to \$40,000, depending on experience. Salary can vary based on a number of factors including skills and experience. Overtime may be occasionally requested or required due to workload or special projects.

To apply, please send a resume and cover letter to [careers@candlewick.com](mailto:careers@candlewick.com) with the subject line: Contracts Assistant.

The Holiday House and Peachtree group of children's book publishers values and is actively seeking candidates with a diversity of talents and perspective. All qualified applicants will receive consideration for employment without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status. Our benefits include medical, dental, vision, life insurance, disability coverage, 401(k), and more.