



Publishing Assistant, Random House (Open to Remote)



Random House seeks a Publishing Assistant to support the SVP, Deputy Publisher and the VP, Publishing Director of Backlist with titles across the Random House lists.

The Random House imprint was founded in 1927 and is the proud home of some of the world's most acclaimed storytellers, thought leaders, and innovators, including George Saunders, Jia Tolentino, Tara Westover, Hisham Matar, Emma Cline, Gary Shteyngart, Brené Brown, Imbolo Mbue, Weike Wang, Hanif Abdurraqib, Elizabeth Strout, Isabel Wilkerson, Taffy Brodesser-Akner, and many more.

The ideal Publishing Assistant candidate is a detail-oriented, self-starter who can manage a diverse set of responsibilities efficiently and effectively, and is comfortable asking for help when needed. We are looking for a strong organizer who can prioritize assignments while managing a high volume of requests and queries, which must be responded to in a courteous, efficient, and timely manner. The day-to-day responsibilities include a combination of administrative and project support for the publishing team focused on the calendaring, packaging, sales and growth of new titles on the Random House, Hogarth and Modern Library imprints. Additional activities include maximizing opportunities for older titles, including anniversary editions, movie tie-ins, metadata, and other promotion. The job will include liaising with internal departments such as design, production, marketing and sales, as well as externally with authors and agents.

We are looking for someone who is interested in the work that is done to bring a book to market from a business and operational standpoint. Candidates should possess strong interpersonal skills, as this job requires liaising with multiple business areas, a keen eye for detail, and an interest in market research and trends. This is an excellent opportunity to gain exposure to all areas of the publishing process.

The Role:

- Assist publishing team in all facets of the publishing process, for ~100 frontlist titles a year
- Communicate to internal publishing departments, as well as externally with authors, agents and estates
- Research trends and competition, including sales research on comparative titles
- Identify worthwhile opportunities for renewed promotion of backlist titles
- Provide general administrative support for publishing and backlist teams
- Coordinate logistics for meetings, including calendar schedules, preparing meeting materials and taking notes
- Track inventory needs for key titles

Please apply if you meet the following requirements:

- Excellent organizational skills, a strong attention to detail, and the ability to multitask
- Strong time management
- Proven ability to work independently, as well as collaboratively with a team

- Creative, analytical thinker with strong written and verbal communication skills; ability to communicate appropriately across all levels and divisions of the company, as well as with external parties
- Strong communication skills, both verbal & written, used on timely follow-up over email and phone
- Ability to prioritize and complete multiple projects in a rapidly changing, detail-focused environment
- Highly proficient in Microsoft Word, Adobe (PDF), and Excel and an avid interest and ability to learn new applications

The salary for this position is \$48,000. All positions are currently eligible for annual profit award or bonus, subject to Company results. Please apply using our online application process and include your cover letter and resume.

Penguin Random House job postings include a good faith compensation range for each open position. The salary range listed is specific to each particular open position and takes into account various factors including the specifics of the individual role, and candidate's relevant experience and qualifications.

Full-time employees are eligible for our comprehensive benefits program. Our range of benefits include, but are not limited to, Medical/Prescription drug insurance, Dental, Vision, Health Care/Dependent Care Flexible Spending Account, Health Savings Account, Pre-Tax and Roth 401(k), Short and Long-Term Disability Insurance, Life/AD&D Insurance, Commuter Benefits, Student Loan Repayment Program, Educational Assistance & generous paid time off.

Penguin Random House is the leading adult and children's publishing house in North America, the United Kingdom and many other regions around the world. In publishing the best books in every genre and subject for all ages, we are committed to quality, excellence in execution, and innovation throughout the entire publishing process: editorial, design, marketing, publicity, sales, production, and distribution. Our vibrant and diverse international community of nearly 300 publishing brands and imprints include Ballantine Bantam Dell, Berkley, Clarkson Potter, Crown, DK, Doubleday, Dutton, Grosset & Dunlap, Little Golden Books, Knopf, Modern Library, Pantheon, Penguin Books, Penguin Press, Penguin Random House Audio, Penguin Young Readers, Portfolio, Puffin, Putnam, Random House, Random House Children's Books, Riverhead, Ten Speed Press, Viking, and Vintage, among others. More information can be found at <http://www.penguinrandomhouse.com/>.<<http://www.penguinrandomhouse.com/>>

Penguin Random House values the array of talents and perspectives that a diverse workforce brings. 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.

Company: Penguin Random House LLC

Country: United States of America

State/Region: New York

City: New York

Postal Code: 10019

Job ID: 267731

Date: Feb 27, 2024

Location: New York, NY, US, 10019

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