

**Purpose of role**

You will assist the Managing Directors in a range of tasks, including administrative, marketing, project management and editorial support, to ensure the smooth running of the company.

**Key responsibilities and accountabilities*****Communication***

You will need excellent communication skills in this role, and be able to negotiate with suppliers, present business cases for your decisions to the Managing Directors, wrangle late freelancers, and interact calmly and professionally with our customers and colleagues over email, and in person at conventions.

***Administration***

You will manage the playtest process, maintain the product database, manage the Customer Relationship Management system, update online retailers, collect supplier quotes, pay invoices, maintain core file backups, and generally support the Directors in various administrative tasks.

***Project Management***

You will have strong organisational abilities, and be able to manage multiple projects with conflicting deadlines. You will use a calm and proactive approach when something goes wrong and be able to solve problems creatively. You will be responsible for maintaining the production schedule. You will proactively implement new processes and systems to improve the company's efficiency.

***Marketing and sales***

You will organise and implement marketing strategies for the company, and raise the profile of Pelgrane Press by updating social media, assisting with the preparation of the monthly newsletter, and updating the website regularly.

***Graphic Design and Layout***

You will create visual content including web banners and ads for the website, channel partners and social media. A knowledge of InDesign would be helpful – a candidate with extensive InDesign experience would also manage layout artists, help develop new templates and lay out books.

***Art Direction***

You will have a good eye for design and experience in commissioning artwork is desirable. You may be responsible for sourcing artists, and writing detailed briefs for covers and interior artwork, and quality control on the visual assets of the company.

***Editing***

You will be responsible for proofing and editing a variety of online and RPG content, so an excellent grasp of the English language is essential, as is attention to detail. You must be able to critically analyse RPG design, structure and writing.

***Writing***

You will write social media content, jacket copy, and articles for the monthly webzine where needed. This post does not involve any core book or adventure writing.

**The successful candidate will:**

- Respect all colleagues, customers and friends, irrespective of gender, race, religion, sexual orientation or beliefs
- Have a passion for games, primarily tabletop RPGs
- Have excellent project management and organisational skills, and be able to manage their own workload
- Be flexible, adaptable and be able to cope with working under pressure
- Be proactive and self-motivated in their approach to learning on the job
- Possess excellent verbal and written communication skills
- Pay attention to detail
- Be educated to degree-level or equivalent
- Be confident in their use of MS Office, Photoshop, and ideally InDesign
- Be able to work remotely as part of a small team
- Have experience working in an administrative, publishing, marketing or sales environment
- Have experience editing and writing copy
- Be available for international travel and overnight stays, plus some weekend work, where necessary

**Pelgrane Press is committed to building a culturally diverse company and strongly encourages applications from female and minority candidates.**