

Job Description

Editorial Trainee

KATHA

Katha is a leading publisher of children's books in India with a rich and storied history of over 35 years. We are committed to quality, excellence in execution, and innovation throughout the entire publishing process - editorial, design, production, marketing, sales, and distribution.

Katha publishes 10 to 15 books per year - primarily beautifully illustrated picture books.

Katha is an equal opportunity employer and values the skills and perspectives that a diverse workforce brings, without regard to caste, religion, age, gender or disability status.

The Position

Katha is looking for an Editorial Trainee who will grow into the role of an Editorial Assistant. This is an exceptional opportunity for someone looking for a career in editing children's books.

The position will provide administrative and editorial support, gaining practical publishing experience while being mentored in choosing, nurturing, and promoting authors and illustrators. You will also have the opportunity to work with award-winning authors and illustrators.

Key Responsibilities

- Provide support at all stages of the publishing process
- Be the point of contact for authors and illustrators
- Pilot test stories and artwork before they are sent to press
- Maintain critical records in databases and spreadsheets
- Follow-up on and manage deadlines with contributors
- Read documents and make corrections
- Manage rights, contracts, and permissions
- Act as the personal assistant to commissioning editors
- Work with images and page layout software
- Developing facilitator guides and teaching / learning material

Requirements

- Avid and thoughtful reader
- Passion for children's literature and keen interest in children's books and in how children learn
- Working knowledge of the MS Suite, Adobe InDesign, and Adobe Photoshop
- Any experience in an editing role is desirable

Skills

- Highly self-motivated
- Expert level communication skills, both verbal & written
- Exceptional attention to detail
- Strong analytical ability, with the ability to express thoughts and opinions clearly and concisely
- Excellent organizational skills and ability to multi-task