



New Wing, Somerset House, Strand, London, WC2R 1LA
plutobooks.com

Job Description: Marketing Coordinator

£24,000, full-time, permanent

31.5 hours per week

Based in Britain. Flexible working but will be expected to work at the central London office regularly.

Pluto Press is an independent radical publisher. We have published books from the likes of bell hooks, David Harvey, Françoise Vergès, Lola Olufemi, Noam Chomsky and JJ Bola. Based in London, we are currently also expanding our presence in the US.

We are looking for the right candidate to join our team as a Marketing Coordinator. The role is varied, and this person will have the opportunity to work independently and directly with our authors and readers.

You will:

- Devise, run and promote Pluto's events schedule for online and in-person events
- Provide support to our authors for their book launches
- Identify appropriate conferences and bookfairs and oversee attendance and sales
- Provide customer support via email and phone for Pluto's website customers
- Oversee pre-publication endorsements for all upcoming books
- Submit our books and authors to industry prizes
- Work with the Head of Marketing to develop website campaigns and create new content for the website, including blogs
- Direct marketing to relevant organisations
- Post merchandise and promotional campaigns from the office
- Anything else the job may reasonably require

We are looking for someone with the following skills:

- Excellent communication skills, both written and verbal
- Ability to work in a team environment
- Experience of working in a public-facing role
- Detail orientated and highly organised
- Experience with Microsoft Office
- Flexibility, curiosity and a willingness to learn

Ideally you will have:

- An interest in politics, activism and current affairs
- A clear understanding of Pluto's mission
- Experience with Wordpress and Adobe InDesign

To apply, please email Emily Orford at careers@plutobooks.com, including your CV and a covering letter. The deadline for applications is 11th August 2022.

Pluto Press is a respected publisher on issues of race, gender, decolonisation and labour. We operate an inclusive, transparent and collective working environment. We actively encourage candidates from diverse backgrounds to apply, including those who identify as people of colour, LGBTQIA+, people with disabilities, and other marginalised groups.

Pluto Press is a fully unionised workplace, and staff are also given the opportunity to join the Collective of Pluto Employees (COPE) through which they collectively own company shares and have representation and voting rights on the company's board.

Pluto offers a range of benefits, including a 4.5 day working week.