



Job Description

Pluto Press Fellowship Associate, North America

Reporting to the Sales Manager for North America

Location: Las Vegas, Nevada

Main Objective:

The Fellowship Associate is a two-year contract, performing various tasks to support our sales and marketing efforts in North America. This position provides an exciting opportunity for a self-motivated individual interested in joining a small team to learn about the facets of radical nonfiction publishing and exposure to multiple departments and stakeholders within the company.

Requirements

- Strong written and verbal communication skills.
- An interest in Pluto's core publishing categories: Feminist Studies, African American Studies, Political Economy, Gender Studies, and History.
- Strong project management capabilities with stellar organizational skills and the ability to navigate across an organization.
- Detail-oriented, proactive, collaborative, and has a growth mindset, passionate about books.
- Comfortable communicating by email, phone, and in person.
- A working knowledge of Microsoft Office, Adobe Creative Suite, and other standard computer programs, and experience with database systems.

Key Activities

Sales

- Coordinating mailings of book samples and galleys to customers and media leads
- Consistently and accurately update customer databases.
- Assist with regular metadata uploads for online retailers and Edelweiss, ensuring accurate and up-to-date product information across all platforms.
- Communicate with bookstores, libraries, and other retail partners to ensure our titles are prominently displayed and effectively promoted.
- Respond to customer, retailer, and sales rep inquiries and provide excellent customer service to build positive relationships with clients and partners.
- Research potential accounts as directed, identifying new business opportunities and contributing to the department's North American expansion strategies.
- Provide market and title research for forecasting sales of new titles
- Develop ebook promotions on Amazon.
- Develop ebook promotions with textbook ebook suppliers (Vitalsource, Perlego, Kortext).

Marketing

- Monitor social media topics and how to utilize those trends best to maximize trade sales opportunities.



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- Develop, design, and deploy our monthly trade and library market newsletter.

Events, Trade, and Author Support

- Assist in planning and executing sales events, book launches, and author signings to promote our titles and engage with customers.
- Be the in-house champion for select key authors, working on both the frontlist and backlist with a focus on anniversaries, cultural moments, media tie-in opportunities, social media buzz, and more to increase our trade sales.
- Act as the primary contact for stock ordering, invoicing, and consulting with stakeholders and distributors to ensure on-time deliveries.

Reporting

- Assist the Sales Manager with monthly sales reports.
- Monitor sales performance metrics and prepare reports for the sales team and management to track progress and identify areas for improvement.

Support additional departmental needs, as called for