



Pop Up Projects CIC
www.pop-up.org.uk

Transforming lives through literature



Assistant to Guest Editor @ Pop Up Projects CIC

Voluntary, Part-time, October 2023-February 2024

To apply, please send your CV and a covering letter to applications@pop-up.org.uk. Find out more about Pop Up [here](#).

Dynamic non-profit children's literature agency Pop Up Projects seeks an experienced Assistant to support our Guest Editor on the exciting development of a contemporary children's anthology launching June 2024.

About You

We are seeking an energetic and efficient individual to support our high profile Guest Editor on the development of an inspiring children's anthology exploring themes of climate change and a more secure future. This is a thrilling opportunity that will give the right candidate unique insight into book production and publishing, as well as into crowdfunding campaigns.

The appointed person will work closely with a high profile guest editor, and liaise with our award-winning Publishing Producer, Kirsten Grant. Their duties include (but are not limited to):

- Writing to and liaising with writers and illustrators – including high profile and celebrity names – to gather and organise created content for the anthology;
- Preparing and sending letters of agreement to contributors;
- Keeping a record of correspondence and contributions received;
- Supporting the guest editor and Kirsten on communications via email, Google Meets etc.;
- Liaising with graphic designers and sourcing and communicating with printers/reprographics.
- Contributing ideas and creating content for Crowdfunding campaign

You will need to be a highly organised individual with meticulous attention to detail, who is confident in communicating with people at all levels and from all backgrounds. Additionally, you will be passionate about publishing and/or children's literature.

This is a 3-days-per-week, part-time role that offers flexible evening/weekend hours for the right candidate with other commitments.

APPLICATION PROCESS

Please send the following to applications@pop-up.org.uk:

1. Your CV;
2. An email or covering letter introducing yourself and highlighting any professional or personal experience that might be relevant to the role (no longer than one page)

If you have any questions please email marianna@pop-up.org.uk.

As our work involves working with artists from under-represented backgrounds and we are committed to diversity and inclusion in the literature we are making, we especially welcome applications from experienced professionals who identify as black or brown, of colour, disabled, neurodivergent and/or LGBTQ+.