

## **Job Posting – Staff Writer and Assistant to the President**

Broadview Press, a higher education textbook publisher, is hiring at its Calgary office to fill the position of *Staff Writer and Assistant to the President*.

There are two aspects to this position. Three days per week will be spent on writing and editorial work, while two days per week will be spent on administrative work.

Responsibilities will include:

- Writing introductory material, explanatory notes, and/or other content for books intended for undergraduate instruction in English, composition, philosophy, politics, and other humanities and social science courses
- Reviewing and substantively revising the written work of others
- Creating supplemental pedagogical materials, such as PowerPoint slides and quiz questions, to accompany Broadview textbooks
- Performing editorial and market research
- Corresponding with Broadview authors and with instructors who adopt our books
- Preparing accurate primary source texts through automated file conversion and by thoroughly checking against original copy-texts
- Performing administrative and organizational tasks
- Organizing and summarizing data in Excel
- Performing in-house administrative tasks such as staff surveys and coordinating meetings
- Generating reports from sales and marketing databases and the company's internal accounting software
- Assisting the President and two Vice Presidents with administrative and corporate affairs tasks, such as taking meeting minutes, corresponding with shareholders, and helping to coordinate hiring processes.

The ideal candidate:

- Has a postsecondary degree in a humanities or social science discipline (a Master's degree or PhD is likely to be an asset, but applicants with Bachelor's degrees will be considered)
- Has strong subject matter knowledge in one or more of the following academic disciplines: English literature; composition and writing; philosophy; politics.
- Has excellent research, writing, editing, and critical thinking skills
- Is comfortable writing about subjects outside their own area of study at a pitch suitable for undergraduate instruction
- Can edit others' writing with an eye toward pedagogical effectiveness, clarity, and consistency
- Has a strong understanding of pedagogy and the needs of postsecondary students (teaching or tutoring experience is likely to be an asset)
- Is highly organized and can balance the demands of quality and efficiency in managing time

- Is competent in the advanced use of Microsoft programs such as Word, Outlook, and Excel
- Has the ability to solve problems and take initiative in learning new skills
- Is comfortable with occasional repetitive tasks such as conducting surveys and summarizing data
- Must be eligible to work in Canada

Details:

- Full time, 37.5 hours per week
- Remuneration will be \$47,000 per annum. The employee will also be covered under Broadview's benefits plan (extended health, dental, etc.) following a 3-month probationary period. The employee will be eligible for any company-wide bonus payments.
- Work hours are business hours (approximately 9-5, Monday through Friday)
- The successful candidate will be expected to work in-person in Broadview's downtown Calgary office

Broadview Press was incorporated in 1985; since then, the company has grown steadily and now employs over 30 people, seven of whom work in the Calgary office. Broadview strives to produce high-quality, pedagogically useful books for higher education humanities and social science classrooms—anthologies, editions, sourcebooks, surveys of particular academic fields and sub-fields, and also course texts for subjects such as composition, business communication, and critical thinking. The company has over 800 titles in print and currently publishes approximately 30-40 new titles per year.

People from communities underrepresented in publishing and academia, including Indigenous people, racialized people, people with disabilities, 2SLGBTQ+ people, and people from low-income backgrounds, are encouraged to apply.

To apply, please send a resumé, cover letter, and writing sample as a single PDF file to Tara Bodie, Assistant Humanities Editor. We will accept applications until September 9<sup>th</sup>, 2024. Applicants who are invited to an interview will also be asked to complete a short writing and editing assignment immediately following the interview.