

The **Senior Publicist** will create and implement publicity efforts spanning the entire campaign process for fiction, YA, nonfiction and poetry titles for Jack Jones Literary Arts. This position has the option of being located in either Los Angeles or New York with a strong preference for a NYC-based team member.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for implementing original and compelling publicity plans each season through media campaigns, industry, and author events
- Create press releases, pitch letters, promotional materials and media lists with a goal of securing national, regional, and local media in print, broadcast, and select online outlets
- Orchestrate and oversee tours, pre-pub buzz tours, media lunches, and local author appearances
- Strengthen and develop media and bookstore contacts in addition to maintaining relationships with authors
- Help plan and execute industry events such as BEA and AWP
- Serve as the in-house advocate for Jack Jones Literary Arts

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

- Bachelor's Degree
- 3-5 years of publicity experience with extensive media contacts
- Effective organizational and project management skills and proven ability to work well under pressure with tight deadlines
- Effective communication skills (oral & written) for interactions with media, authors, and constituencies
- Self-motivated, hands-on, creative individual with strong initiative and judgment
- Ability to work well independently as well as in collaborative or team environments

Please submit your cover letter, CV, portfolio and recommendations at hello@jackjonesliteraryarts.com. The opportunity will remain open until filled.