

JOB PROFILE

TITLE: **PUBLICATIONS ASSISTANT**

REPORTING TO: **COMMUNICATIONS AND TRADING DIRECTOR**

BACKGROUND

Survival helps tribal peoples defend their lives, protect their lands and determine their own futures. Founded in 1969, we have offices in Amsterdam, Berlin, Milan, Madrid and Paris and our headquarters in London.

Tribal peoples number over 150 million individuals worldwide but all too often their land ownership and human rights are ignored; their voices are not heard. Survival is working towards a world where tribal peoples' diverse ways of living are understood and respected, and where oppression of them is simply not tolerated.

Giving tribal peoples a voice on the international stage is a vital part of Survival's work, and we must communicate their stories as succinctly and effectively as we possibly can. Our publications play a vital part in helping to change public opinion, making it impossible for governments and companies to oppress tribal peoples. The publications assistant will manage the production of our printed materials and help distribute them around the world. **This is a busy, multi-faceted and challenging job with a unique organisation.**

JOB DESCRIPTION

Management of Publications

- oversee Survival's print and mailing schedules – ensuring copy and designs (almost always produced in-house) are delivered to deadline
- liaise with all departments and offices regarding the progress of each print project, co-ordinating translations and the productions of foreign language versions if required
- use existing design templates to produce English and some foreign language versions of Survival's publications
- ensure that all publications are produced to the highest standard possible

- maintain excellent filing systems and archives (both paper and digital) for the entire publications department
- ensure that Survival's visual identity is maintained coherently in all applications
- work closely with all other departments and help with other duties as required

Print buying, Distribution and Mailings

- prepare print specifications for printers, ensuring that the most appropriate and cost-effective printer is chosen, that each job is kept to a strict budget and that discounts are negotiated wherever possible
- develop excellent working relationships with printing companies
- liaise with printers throughout the entire print-production process, from selecting the most appropriate paper for each publication through to ensuring the best possible finish
- oversee all Survival's mailings that are carried out by external mailing houses, your role is to find the most cost-effective way of handling a job, negotiating discounts wherever possible and ensuring that data is handled securely and efficiently
- manage the distribution and storage of material in the office

Photo library

- assist with sourcing images for Survival's publications and products, to find new sources of work and develop good relationships with photographers
- respond to photo requests from external publishers, ensuring that image searches are carried out quickly and accurately – calmly meeting often very urgent deadlines, that images are returned on time and in good condition and, where appropriate, that fees are paid and distributed to photographers as necessary
- continue the process of digitising Survival's photographic collection
- carry out scanning as and when required by other members of staff
- maintain the photo library systems, filing prints and slides and scans
- liaise with photographers and publishers over reproductions rights, fees and terms of contract, promoting the library as an income-generating source for Survival

PERSONAL SPECIFICATION

We are looking for a bright, committed, resourceful and efficient person who:

- is computer-literate, proficient in Quark Xpress, Photoshop and Illustrator, and is comfortable working with databases and spreadsheets
- has some experience of the printing process and, ideally, print-buying and proof-reading
- has excellent written and oral communication skills
- enjoys setting and working to tight deadlines and making others work to them too!
- is extremely well organised and able to work quickly but meticulously – accuracy and a very keen eye for detail is essential
- enjoys developing, maintaining and improving efficient office systems
- is self-motivated and independent while also able to work well with others and follow instructions

TERMS AND CONDITIONS

STARTING DATE: **AS SOON AS POSSIBLE**

SALARY: **£14,000 – £15,000**

HOURS OF WORK: **MONDAY– FRIDAY, FULL TIME (10AM – 6PM)**

PROBATION PERIOD: **6 MONTHS**

LOCATION: **LONDON HEAD OFFICE**