



# BEHRMAN HOUSE

## **Publishing Assistant**

Join the country's leading publisher of Jewish-interest children's and educational Judaica books and get experience in *all* areas of publishing, including editorial, marketing, and production.

As part of our small team of nine, you'll be involved in acquiring and developing new books, producing them at printers throughout the world, and marketing them to bookstores and schools throughout North America and around the world.

We have over 900 titles in print, through our award-winning children's book imprint, Apples & Honey Press, that has grown to 125 titles since its launch in 2015, and a robust Behrman House list of educational titles used in schools throughout North America. Our mission is to help readers explore their world through universal ethical themes, the lenses of Jewish ethics and culture, and the diversity of the world around them.

Your responsibilities will include:

- Managing incoming submissions.
- Assisting editors with manuscript reviews and art layouts.
- Assisting the marketing team in managing our social media presence.
- Providing light subject-matter and photo research.
- Managing copyright registrations.
- Managing our digital assets (data, cover images, art programs).
- Preparing and distributing marketing materials.
- Traffic management for our international printing program.

Behrman House was established in 1921, and collectively our staff has over ninety years of publishing experience at houses large and small. We've chosen to be *here* because we like to develop, write, edit, and design the highest quality books. We are highly collaborative and have a passion for creating products that stimulate the imaginations and intellects of children and adults alike. Visit our website at [www.behrmanhouse.com](http://www.behrmanhouse.com) and take a look at our work.

To join us you'll need to be a strong writer, and highly organized. You need to like working both independently and in a collaborative group. You'll need to be creative and find joy when every day is different. We offer a hybrid working environment; you'll be in the office at least 1-2 days per week. . Our offices are in Millburn, NJ; a 5-minute walk from the train line to Penn Station. We provide competitive salary and benefits (health, 401(k), etc.) We are committed to an environment that is inclusive and respectful to all. Applicants from all backgrounds are encouraged to apply. If you think this might be the place for you, we want to hear from you. Just send your resume and a few writing samples to [resumes@behrmanhouse.com](mailto:resumes@behrmanhouse.com). We're waiting to hear from you!