

Project Management

You'll be responsible for Pelgrane's books, from receipt of the initial manuscript through to final printing and delivery to warehouses. You'll use your excellent communication skills to maintain and develop relationships with stakeholders, freelancers, and suppliers. You must have demonstrably strong organisational abilities and be able to manage multiple projects across competing deadlines. You'll understand that things go wrong, and you'll approach challenges with a proactive, and positive, approach. You'll maintain the production schedule and project budgets.

Communication

From negotiating pricing (and print issues!) with our printers, to encouraging freelancers to meet deadlines, to writing copy for our social media and website, and bantering with the team on our Slack channel – being successful in this role is all about communicating effectively with others. You'll have an excellent grasp of English language and grammar, especially in written format.

Sales & Marketing

You'll work with Pelgrane management on our marketing plan, elevating our online presence across multiple channels (social media, streaming, Patreon). You'll identify new marketing opportunities and analyse the efficacy of existing ones. You'll create website banners and social media images using our existing art resources, and you'll maintain and cultivate our email list with targeted emails.

Art & Design skills

You will be responsible for commissioning art and layout design from our existing freelancers. A good eye for design, and a basic knowledge of art and design concepts, are essential; experience in commissioning artwork is an advantage. You will be responsible for sourcing artists, writing detailed briefs for covers and interior artwork, and working with artists to deliver high-quality art to agreed deadlines.

Upskilling

Working in a small company like Pelgrane requires flexibility. No two days at work will be the same; that can sometimes mean teaching yourself the basics of Twitch streaming, or the history of 16th century European vampires, with no notice. Self-directed learning is vital in this role.

Skills

Required	Desired
Excellent project management and organisation skills	Working knowledge of Adobe InDesign and Photoshop
Excellent communication skills, particularly written	Familiarity with HTML and CSS
Excellent attention to detail	Knowledge of budgeting
Good knowledge of Excel and Word	Knowledge of the publishing process
Experience in maintaining a social media account	Familiarity with video production and streaming
Proactive and self-motivated in approach to learning on the job	Experience with a breadth of RPGs

Pelgrane Press is committed to building a culturally diverse company and strongly encourages applications from women and minority candidates.