

November 15 2011

Dear Applicant

**Sales and Distribution Manager Post
To start week beginning January 16 2012**

Thank you for your enquiry about the position of Sales and Distribution Manager at Book Works.

Please fill in the application form, include a short outline (1/2 sides A4 maximum) of why you think you'd be suited to this job, and return by post or email with your C.V. and equal opportunities form to Book Works by December 8 2011.

We will email you to let you know if you have been short-listed or not, and will be interviewing successful candidates on December 19 at Book Works.

Please contact jane@bookworks.org.uk if you need any further information

All best wishes

Jane Rolo
Director, Book Works

Sales and Distribution Manager

Book Works – an independent art publisher based in Shoreditch is looking for a Sales and Distribution Manager to start work in mid January 2012.

The position is based at Book Works, 19 Holywell Row, London EC2A 4JB, and is for a three-day week, plus some overtime and UK/international sales trips.

The new manager will replace James Brook, who is leaving after nearly fifteen years, as he is moving from London to Edinburgh.

Book Works currently handles most of its own sales and distribution throughout the UK, Europe and Rest of World. RAM distributes our books in the USA, and Central Books (UK) handle distribution of our journal The Happy Hypocrite. Book Works publishes approx 6-10 titles a year, and also has an extensive backlist of titles, in addition to special editions and prints that are published from time to time.

Visit our new website to see the full range of titles: www.bookworks.org.uk

You will work as part of a small team at Book Works, and be line manager for our sales and distribution assistant. Book Works is a non-profit organisation, a registered charity, and receives NPO funding from Arts Council England.

Job description

General duties including management, strategic and developmental

- Produce and develop an overall distribution strategy plan in conjunction with Jane Rolo, Director and Gavin Everall, Marketing and Development Manager
- Develop specific strategies for raising Book Works profile through various events and activities, working with our Marketing and Development Manager on the overall press, publicity and sales strategy
- Develop annual sales targets as part of overall budget in conjunction with JR and GE, and analyse targets against actual figures
- Generate quarterly sales and distribution reports for our funders and trustees
- Contribute to grant/funding application in terms of sales and distribution as necessary
- Attend general planning and programming meetings at Book Works; and help select titles from open submission as appropriate
- Supervise Sales and Distribution Assistant – ensuring that they have enough to do and that the work is done effectively (main tasks of the assistant are to process and pack up orders; take books to post office/organise delivery with shippers/couriers; assist on quarterly stock takes; keep stock in basement/ground floor and storage space tidy; order packing materials; maintain database of bookshops, libraries; and sell books at fairs and book launches)

Representation of Book Works titles in UK

- Repping our titles to bookshops, libraries, galleries and retail outlets
- Developing and maintaining contact with booksellers, librarians and galleries
- Seeking opportunities for collaboration with bookshops, libraries and galleries
- Organise displays and small exhibitions in bookshops and galleries, generating information and display material as necessary
- Undertake some longer trips/overseas trips e.g. to Scotland, Europe and USA, make appointments, arrange travel and accommodation etc
- Seek exhibition-related sales opportunities for our titles, and follow up leads
- Develop web sales and special edition sales
- Attend book launches, help with planning and organising of launch events, finding venues and selling books at all events

Attend book fairs and art fairs

Book Works currently attend several art book fairs e.g. London Art Book Fair, Whitechapel Gallery; New York Art Book Fair organised by Printed Matter as well as several smaller fairs in Europe and UK.

- Seek new book/art fairs to attend
- Liaise with fair organisers, supplying information for catalogues etc
- Organise travel/accommodation, and shipping for books
- Seek collaboration on events/stands with other publishers

Distributors

- Liaise with RAM distributors, informing them of new and forthcoming titles and monitoring backlist titles.
- Pass on information about sales opportunities in USA to RAM
- Maintain contact with RAM via email and regular meetings
- Organise shipments, deal with shippers, customs etc
- Ensure quarterly reports and payments are on time; analysing reports and generating invoices
- Provide information and images for their catalogue, in collaboration with Book Works Marketing and Development Manager
- Liaise with Central Books, informing them of new Happy Hypocrite titles (and all duties as per RAM above)
- Seek out new distribution opportunities and maintain contact with other distributors

Processing orders

- Co-ordinate customer orders to be processed and despatched and deal with any problems
- Co-ordinate standing orders to be despatched
- Reconcile bank payments and website payments with bookkeeper
- Generate monthly sales statements with bookkeeper and chase bad debts
- Process credit card payments

Stock-taking and storage

- Coordinate quarterly stock-takes; process information and make adjustments with bookkeeper on Quick Books
- Organise movement of stock between storage space and Holywell Row
- Add new titles to Quick Books
- Monitor archive, press and comp copies and maintain stock control
- Generate and maintain quarterly stock reports

Website, catalogue and general marketing in relation to new titles

- Update bibliographic information and images for Book Works titles on Nielsen Book Data
- Update and maintain information on Book Works website, especially shop area; ensuring shop is functioning correctly and that orders are coming through and duly processed
- Organise photography of new titles for website and catalogue, in collaboration with Marketing and Development Manager, to maintain consistency of information across website and catalogue
- In collaboration with Marketing and Development Manager co-ordinate information for the catalogue, press releases, email-outs, newsletters etc, and help with proofreading as necessary
- Monitor levels of Book Works cheques, invoices, letterheads and business cards, re-ordering as necessary

Skills/qualities

- Sales and distribution experience, within the art book trade, desirable
- Keen interest in contemporary art and publishing
- Self-motivated, enthusiastic, bright, with good personal skills
- Good organisational/planning skills
- Proficient with both MAC and PC
- Knowledge of Quick Books advantageous but not essential – training can be given; knowledge of Word and Excel expected; other web and general computer skills preferred
- Meticulous attention to detail important

Terms and conditions

- Salary £18,000 (£30,000 pro rata) for three days per week
- Preferred days: Tuesday, Wednesday and Thursday subject to negotiation
- Normal working hours 10am-6pm, including one hour paid lunch break
- Overtime/extra days paid at normal rate of pay; expenses paid extra for overnight/international trips
- 17 days paid holiday (inclusive of bank and public holidays)
- Probationary period of 3 months
- All terms subject to contract

**Book Works Application Form
Sales and Distribution Manager**

Name

Address and postcode

Telephone

Email

Date of Birth

Are you self-employed? Yes/No
If no give details of your current/last employer

Please supply names and address of two referees:
One should be your present/most recent employer (if appropriate)

Name
Position
Address and email/telephone

Name
Position
Address and email/telephone

Should you be short-listed, do you have any objection to references being
obtained prior to interview? Yes/No



Equal Opportunities Monitoring Form

Book Works is committed to being an equal opportunities organisation and practices an equality policy aimed at promoting opportunity and access irrespective of identity based on race, colour, nationality, ethnic or national origins, gender, sexual orientation, age, disability, religious or political beliefs, or socio-economic background.

As part of this policy, the following details are collated for monitoring purposes as part of our funding agreement with Arts Council England. We would be grateful for your assistance in completing and returning this form, which will be held independently from your application and kept in strictest confidence.

Gender / Nationality / Age

Gender: Male Female **Nationality:** _____

Age: Under 21 21-29 30-39 40-49 50-59 60-64 65+

Context

Please give the reason for your contact with Book Works e.g. board member, contract of employment, job application, artists' proposal, workshop attendance including name of workshop etc.

How did you find out about this scheme?

For example our website/advertisement/word of mouth/funding organisation/direct from Book Works?

Disability

Do you have a disability you would like Book Works to know about? Yes No

Are you registered disabled? Yes No

Religion or Belief

Do you have a religion or belief you would like us to know about?

Sexual Orientation

Do you have a sexual orientation you would like us to know about?

Ethnic Origin

Choose one section and tick appropriate box

White

British
Irish
Any Other white background

Black, or Black British

African
Caribbean
Any Other Black background

Mixed Heritage

White and Black Caribbean
White and Black African
White and Asian
Any Other Mixed background

Chinese or any other Ethnic Background

Chinese
Any Other Ethnic Background

Asian or Asian British

Bangladeshi
Indian
Pakistani
Any Other Asian background

Any Other Background

If you have ticked a box marked 'Any Other', please give details below: