



*Leading publisher of academic
archaeology worldwide*

Job Description

Sales and Marketing Assistant

The company and goal

BAR Publishing is a leading publisher of frontline research in archaeology with a prestigious list of over 3,500 titles built up over 45 years. It is poised to take the next step by exploiting new opportunities such as digital publishing and Open Access while maintaining a commitment to high quality research. To achieve this, BAR is seeking an energetic, entrepreneurial Sales and Marketing Assistant to shape and deliver its sales and marketing strategy.

The role and opportunity

The Sales and Marketing Assistant will be a pivotal member of a small, friendly and agile team based in Oxford. The role involves increasing the sales and marketing reach of the company by identifying and prioritising key opportunities for individual front and backlist titles and sub-series in new and existing markets worldwide. The job holder will work with colleagues to design and implement a sales and marketing strategy with the view of longer-term vision for the business, setup systems and execute actions to deliver immediate results.

The person

We are looking for an excellent communicator with a focus on delivering results. You will be an energetic, capable self-starter comfortable working as part of a small team and on your own. You will thrive in the small business environment which encourages creativity and flexibility and personal responsibility. You will have sound experience of researching markets, delivering sales growth and developing networks. You should be excited by the potential of marketing through social media.

Salary £21,500 - £24,000/year, DOE

Hours This is a part-time role / freelance position, with some flexibility about the hours, with a minimum work week of 21 hours and the possibility to transition to a full-time role (salary will be pro-rated).

Location: Oxford, UK

Starting Date March/April 2019

Closing Date 24-02-2019

Interested? To apply, please email your CV, your salary expectations and a covering letter outlining how you meet the requirements described above and why you would like to work in academic publishing to birgit@barpublishing.com