



Theatre
Communications
Group

Updated as of January 12, 2023

Assistant Editor

Theatre Communications Group (TCG), the national organization for the not-for-profit professional theatre, seeks a full-time **Assistant Editor** for its Book Program (**TCG Books**). This position is non-exempt and eligible for overtime. The Assistant Editor, reporting to the Co-Publisher/Editorial Director and the Senior Editor, will assist in all aspects of editorial and production work for 15–24 theatre titles per year. This is an exciting opportunity for someone who has a deep knowledge of, and great love for, contemporary theatre.

About the Organization

Theatre Communications Group (TCG) is committed to modeling, promoting, and advancing anti-racist and anti-oppressive values to fulfill its mission to lead for a just and thriving theatre ecology. Since its founding in 1961, TCG's constituency has grown from a handful of groundbreaking theatres to over 700 Member Theatres and affiliate organizations and nearly 8,000 individual members; TCG advances a better world for theatre and a better world because of theatre. TCG offers its members networking and knowledge-building opportunities through research, communications, and events, including the TCG National Conference, one of the largest nationwide gatherings of theatre people; awards grants and scholarships to theatre companies and individual artists; advocates on the federal level; and through the Global Theater Initiative, TCG's partnership with the Laboratory for Global Performance and Politics, serves as the U.S. Center of the International Theatre Institute. TCG is North America's largest independent publisher of dramatic literature, with 19 Pulitzer Prizes for Drama on the TCG booklist. TCG also publishes the award-winning *American Theatre* magazine and ARTSEARCH®, the essential source for a career in the arts. In all its endeavors, TCG seeks to increase the organizational efficiency of its Member Theatres, cultivate, and celebrate the artistic talent and achievements of the field, and promote a more extensive public understanding of and appreciation for the theatre. For more info, visit: www.tcg.org.

About the Department

The **TCG Books** department currently includes five staff members: two Co-Publishers, the Senior Editor, the Publications Manager, and the Marketing Coordinator.

TCG Books is the largest independent trade publisher of dramatic literature in North America, with over 450 titles and 19 Pulitzer Prizes for Drama on its book list. TCG Books believes that plays are literature, deserving the same care and attention as novels, poetry, short stories, essays, and other forms. As a publisher of new plays and emerging playwrights, TCG Books has a dual objective: to bring new literary voices to public attention and to cultivate individual relationships with its playwrights that nurture their careers. TCG is committed to keeping its playwrights in print. TCG Books authors include Annie Baker,

Nilo Cruz, Jackie Sibblies Drury, Larissa FastHorse, Athol Fugard, Aleshea Harris, Jeremy O. Harris, Quiara Alegría Hudes, David Henry Hwang, Michael R. Jackson, Branden Jacobs-Jenkins, Adrienne Kennedy, The Kilroys, Tony Kushner, Young Jean Lee, Tracy Letts, Martyna Majok, Dominique Morisseau, Lynn Nottage, Dael Orlandersmith, Suzan-Lori Parks, Sarah Ruhl, Stephen Sondheim, Paula Vogel, Anne Washburn, and August Wilson, among many others. Browse TCG titles here: <https://shop.aer.io/tcg>.

What You Will be Doing

- Format, copyedit, fact-check, and proofread manuscripts. Make stylistic, structural, factual, and grammatical corrections in collaboration with TCG editors.
- Assist in editorial/production duties as needed through various stages of production, and carefully track editorial tasks and to-dos through each stage.
- Assist in the planning and preparation of Book Program events, including virtual and in-person.
- Assist in the writing, editing, and design of marketing materials, including e-blasts, graphics, and back cover copy.
- Other departmental support work and administrative duties as needed.

What You Need for this Role

The Assistant Editor should have a commitment to TCG's mission, core values, and its ED&I work within the workplace and in the field. They should possess a collaborative spirit and be able to successfully lead and work with a diverse staff. Outstanding interpersonal communication skills and exemplary work practices are essential, as are strong attention to detail and dependability. The successful candidate will have a commitment to learning and growth for oneself and others. The Assistant Editor will work directly with the TCG Books department, but also have a strong collaboration with the Marketing department, as well as individuals outside TCG who work closely with the editorial team. In addition, the job requirements include:

- A strong commitment to anti-racism and inclusivity.
- At least 2 years of professional editing experience, preferably in trade book publishing.
- Strong familiarity with *Chicago Manual of Style*.
- A passion for theatre, particularly for contemporary American playwriting.
- Have an attention to detail, and the ability to juggle numerous projects at once, often quickly switching gears from one book to the next.
- Strong organizational skills. You must be able to manage all the details of the editorial and production process and have a high comfort level being the point-person for your projects.
- Strong research skills. Ability to source copyrighted material, secure permission for reprinting copyrighted material, source bibliographies and footnotes, and similar research tasks when necessary.
- A knowledge of various software and tech platforms, including Microsoft Office, Google Drive, Zoom, and Adobe Suite.
- Be a self-starter with the ability to work independently.

Compensation, Benefits, and Other Information

The salary range for this position is \$48,000–\$50,000. TCG also currently covers 100% of health insurance premiums. Additional benefits include ten vacation days, four personal days, paid sick time, and other company time-off and holidays in accordance with policy.

Other benefits include a collegial environment that encourages a healthy work-life balance, personal and professional development opportunities through Grow@TCG, free TCG books, and fun events for staff designed to foster a warm, inviting, and friendly office culture.

Staff members participate in mandatory year-round ED&I, accessibility, and anti-racism training. As well as participating in various internal workgroups: TCG's ED&I Workgroup, BIPOC@TCG affinity space, and Anti-Racist Learning and Action Affinity Space for White TCG Staff. While TCG is currently working remotely, this position requires residency within commuting distance of New York City as in-person support will sometimes be needed, and this position may be expected to travel to the office and event spaces.

How to Apply

Please include "Assistant Editor" in the subject line and email résumé, cover letter, and 2-3 references in a single attached file to job@tcg.org. All materials must be sent via email. We will respond only to those résumés in which we have interest. Start date for this position is March 1, 2023, or earlier.

Application Deadline

Applicants are encouraged to submit their materials as soon as they're able to, and TCG will review on an ongoing basis until the position is filled.

TCG is an Equal Opportunity Employer and has a strong commitment to equity, diversity, and inclusion (ED&I) in our hiring process, as well as in all areas of our work. At TCG, we believe that diverse ideas, cultures, and traditions reflect the US's broad diversity and are vital assets that enrich the programs and services TCG provides for the theatre field. We respect the intersectionality of identities and are committed to ED&I in our work and workplace. We strongly encourage candidates who identify as Black, Indigenous, and People of Color (BIPOC), LGBTQ+, gender non-conforming and non-binary, neuro-diverse, and people with disabilities to apply.