

## EDITOR (FRENCH LANGUAGE) 100%

HELVETIQ is excited to accept applications for an editor for our publications in French. The position is a unique opportunity for anyone passionate about books, illustration and creative publishing.

### ABOUT HELVETIQ

Helvetiq is an international independent publishing house with offices in Lausanne and Basel, Switzerland. We publish books in three languages, French, German and English. In addition to non-fiction for adults, we publish children's books as well as games distributed in 30 countries under our own brand. Graphic novels will follow in 2022 and other genres aren't excluded in the future. Our team includes twelve professionals and we pride ourselves for the eight languages spoken among us. Our work environment is creative, collaborative and fast-paced.

### RESPONSIBILITIES

- Source and evaluate submissions, including for buying rights
- Negotiate contracts and build relationships with authors
- Read and edit early deliveries and final manuscripts
- Establish plannings and follow-up throughout
- Manage projects through the publishing process until approval of final galleys by working with design, production, freelancers and sales to create timeless best-selling titles
- Originate title ideas that delight and surprise
- Write copy for back covers, catalogs, press releases, sales sheets, and blogs
- Prepare and submit fundraising applications
- Keep an eye on trends and competition and share knowledge with the team

### QUALIFICATIONS

- Outstanding command of French, fluent English, extra language would be amazing
- Passion for books, interest in games
- Strong writing and editing skills with a superior attention to details, design-sense
- Superior organization and coordination skills
- Good problem solving and negotiation skills
- Undergraduate or graduate degree in publishing, literature, or any other relevant degree
- Prior publishing experience (3-5 years) would be a great plus

### BENEFITS

- Location: Basel, Lausanne or remote
- Probably one of the most internationally-minded teams in publishing
- Work in an inspired work environment surrounded by smart, fun people
- Collaborative networked organisation with little hierarchy
- Our mantra: freedom and responsibility

Apply by sending your resume, cover letter and references to [jobs@helvetiq.ch](mailto:jobs@helvetiq.ch)  
Any questions? please call Hadi at +41 79 916 87 33

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