

## **Production Coordinator**

- Winner of the 2024 Astrid Lindgren Memorial Award for Children's Literature
- Part-time
- Hybrid working environment

### **About ILF**

The Indigenous Literacy Foundation (ILF) is a national charity working with Aboriginal and Torres Strait Islander remote Communities across Australia. We are Community-led, responding to requests from remote Communities for culturally relevant books, including early learning board books, resources, and programs to support Communities to create and publish their stories in languages of their choice.

### **About the role**

If you enjoy charging through your to-do list, thrive when juggling an array of tasks and projects and are always up for a challenge, this is the perfect role for you!

We are looking for an energetic, great with detail, highly motivated team player.

The production coordinator role supports publishing, editorial and book production functions. Duties include database maintenance and data entry; checking and maintaining schedules; preparing reports and managing meetings; handling contracts, invoices, and payments; coordinating projects and deadlines.

### **About you**

The successful applicant should understand the book production process and will ideally have administrative experience in a publishing environment. This role could be a great next step for someone who has worked as a publishing or production assistant.

You must have excellent database management and record keeping skills, high level Word skills and be a confident user of Excel. You will be highly organised, a good time manager, have great attention to detail and thrive on setting up and maintaining effective systems.

Our strength is found in our people, and we have a collaborative, inclusive culture that promotes a healthy work life balance, and we enjoy what we do!

To apply for this role please send your CV and covering letter to Katharine Elkan at [katharine@ilf.org.au](mailto:katharine@ilf.org.au)