

Breakthrough 2026 Job Description

Sinoist Books - Production & Marketing Placement - Horsham

Employer name	Sinoist Books		
Employer Website	www.sinoistbooks.com		
Employer main contact	Daniel Li		
Employer email	Daniel.li@alaincharlesasia.com		
Start Date	28 th September 2026	Hours Per Week	25
Working week	<i>9:30 to 17:00 4 days a week with 30 min for lunch (unpaid).</i>	Hourly Wage	£12.71

Job Title	Production & Marketing Placement
Company Overview	
<p>Sinoist Books is a West Sussex-based indie publisher of diverse narratives from Sinophone communities around the world. We publish translated modern classics from some of the best-known authors within China, as well as up-and-coming novelists emerging onto the global literary scene for the first time.</p> <p>The press works across rights, translation, editorial, production, and marketing to bring the best of the Sinophone works to a global Anglophone audience. Our output ranges from literary fiction to genre-bending historical and crime fiction, as well as a small range of children's literature.</p> <p>This placement offers a unique opportunity to gain hands-on experience at the front lines of this evolving segment of UK publishing within a small, collaborative team.</p>	
Job Description	
<p>The placement holder will support both production and marketing activities, taking a project from the raw manuscript stage all the way to getting a book into a reader's hands,</p>	

in order to gain insights into the full lifecycle of publishing projects. The role combines administrative, creative, and research-based tasks across departments.

Production Support

- Assisting with manuscript preparation for production (formatting, proofreading, checks)
- Liaising with editors, translators, and designers to track project progress
- Supporting the management of production schedules and workflows
- Preparing files and materials for print and digital publication
- Maintaining accurate records (metadata, title information, internal databases)

Marketing & Publicity

- Drafting marketing copy (catalogue text, website content, social media posts)
- Supporting campaign planning for new and backlist titles
- Researching target audiences, comparable titles, and market trends
- Assisting with events, launches, and festival submissions
- Monitoring and reporting on marketing performance and outreach

Cross-Departmental Work

- Collaborating across editorial, production, and marketing functions
- Participating in team meetings and project discussions
- Contributing to new publishing ideas through research and analysis
- Supporting general administrative tasks as required

Skills and development

Candidates should be working towards:

Essential

- Interest in publishing, literature, or translation
- Confident IT skills (e.g. Microsoft Office or equivalent)

Desirable

- Chinese language skills and interest in Chinese literature, culture, or translation
- Basic ability in graphics design and typographical arrangement
- Familiarity with publishing workflows or editorial processes
- Basic knowledge of design or production tools (e.g. Affinity and Adobe suites)

Personal Qualities

- Strong organisational skills and attention to detail
- Excellent written and verbal communication
- Ability to manage multiple tasks and meet deadlines

Future Prospects**What You Will Gain**

- Practical experience across production and marketing in publishing
- Insight into the full publishing process, from manuscript to market
- Experience working in a small, independent press environment
- Development of marketing, organisational, and communication skills
- Opportunities to contribute meaningfully to live publishing projects

Interview Date(s):

31/08/2026 – 4/09/2026