



## **JOB ADVERT – Book Distribution and Production Assistant**

### **Hours**

Part-time

Average of 22 hours per week, given in advance on a bi-weekly basis. Possibility of up to 37.5 hours when required.

### **Salary**

Hourly rate of London Living Wage (£20,000 Pro Rata)

### **Location**

Soho, London. This job requires the candidate to be in the office at least three days a week (sometimes more).

### **How to apply**

Send in a CV and short cover letter to [faneonline@fane.co.uk](mailto:faneonline@fane.co.uk) by the 17<sup>th</sup> May.

### **Who We Are**

Fane is a dynamic and market-leading live and online production company, working with inspiring voices from the world of literature, podcasts, screen and stage.

More info [www.fane.co.uk](http://www.fane.co.uk)

### **The Role**

Working closely with the Fane team, the role will be responsible for assisting the [Fane Online](#) programme. Working between managing the logistics of all bookselling and distribution and assisting the production schedule and logistics for all Fane Online events. The role is essential to the day-to-day running of all Online events that Fane are currently producing.

The role is part time, and the hours will be given in advance on a bi-weekly basis in line with demand of the Fane Online Programme, with an average of 22 hours per week.

This is a key part of our production team and provides an exciting opportunity for anyone who wants to join a fast-paced, lively, and dynamic team to assist in bookselling and delivering high-quality online experiences. For candidates showing aptitude and ambition, there may be opportunity to move to a full-time role within the company at a higher level.

Please note, due to the nature of the role, this position will involve regular manual handling of books and occasional heavy lifting.

The role reports to Senior Production Co-ordinator and the Production Manager.

### **The Candidate**

Fane is looking for an enthusiastic, driven, and efficient production assistant with an appetite to learn to join our dynamic team on a part time basis. Ideally, the candidate would have some experience within a production role within the live events industry, but this is not vital to the work that is required.

You will be part of a creative, friendly, motivated, and supportive team. We have a culture that rewards staff highly and offers quick career progression for those who seek it.

### **Main Duties:**

#### **Book Distribution**

- Managing all aspects of our book distribution, including stock takes, ordering & returns
- Liaising with Fane's courier service for all processing of book deliveries
- Liaising with booksellers on the distribution of books for certain events
- Maintaining the Fane Bookstore website
- Work closely with Fane's customer service and sales assistant monitoring

#### **Production Scheduling**

- Working directly with the production manager assisting with logistics relating to online events
- Maintaining shared production calendar
- Booking travel for artists where required on live event shoots
- Creating and managing call sheets for artists and publishers

These duties are not exhaustive, and you may be required to perform duties not listed as required.

### **Required Attributes/Skills**

#### **Essential**

- Ability to work confidently with Microsoft Office
- Great organisational skills with strong attention to detail
- Ability to build and maintain strong working relationships
- Dynamic with a hands-on, can-do attitude
- Willingness to learn and adapt to all kinds of situations
- Ability to quickly acquire new skills
- Honest, reliable, and hard-working

#### **Desirable:**

- Experience in live or online production

### **A Culture of Equality and Creativity**

At Fane we strive to create a working environment that promotes and values diversity; where everyone feels empowered to bring their full, authentic selves to work in a creative and safe space. We are committed to equal opportunities and to building a more inclusive team that reflects the communities we serve.

There is more work to be done and we endeavour to continuously make progress, hold ourselves accountable and grow, both as a business and as individuals.

### **More About Fane**

Highlights from Fane's first 4 years include sold-out events for John le Carré, Sir Ranulph Fiennes, Julie Andrews, Dolly Alderton, Adam Kay, Sandi Toksvig, The Receipts Podcast, Stacey Dooley, Joanna Lumley, Jay Rayner, Matt Haig, and Marian Keyes, as well as a collaboration with Margaret Atwood on the launch of *The Testaments*, creating a live event at the National Theatre, London to mark the release – which was screened to 1,500 cinemas around the world across five continents.

In response to the COVID19 pandemic, Fane established Fane Online: digital broadcast-quality livestreamed events with celebrated authors and public figures, beamed directly into the homes of thousands of people across the globe. Since its iteration, Fane Online has produced events with Graham Norton, Ant & Dec, Brit Bennett, Fatima Bhutto, Stephen Fry, Arsène Wenger, Sir Trevor McDonald, Dawn French, Layla Saad, *The High Low*, Sinéad Burke, Tom Allen, Elizabeth Day, Matthew McConaughey, Nigella Lawson, Michael J. Fox, Nadiya Hussain and many more.

We also programme year-round at the *Crazy Coqs* cabaret venue in Brasserie Zédel, Piccadilly.