



Position: Manager (Book Development)

Last date of Application: 15 July, 2018

Location: New Delhi

Background: The Parag initiative of Tata Trusts aims to make reading for pleasure a part of every childhood. One of our primary goals is to ensure more stories are being written, illustrated and published for children in Indian languages. Parag works closely with children's publishers to develop and publish books that have original and diverse stories and are in sync with the multilingual and multicultural society that children are growing up in. To strengthen its book development & dissemination programme Parag is looking for a full-time Manager.

Job Description:

1. Work with selected children's publishers to build ideas and develop proposals specifically focused on Parag's interest areas, gap identified and in Indian languages.
2. Manage different grants under the book development portfolio and ensure timely grant outputs; Maintain quarterly financial and narrative reports of grants and share with funding agencies as required.
3. Identify and bring on board a panel of experts across languages for reviewing manuscripts and books for Parag; Review manuscripts, share manuscripts for feedback with panel of reviewers and give timely feedback to publishers.
4. Explore and build regional language publisher networks to facilitate translation work; Explore and plan translation of books by the Big Little Book Award winners by negotiating copyright/language rights, and distribution channels.
5. Build a strategy to ensure Parag supported books gain visibility and presence across platforms, online and offline.
6. Send Parag supported books for book reviews to various online sites, newspapers and magazines and ensure at least 25% books have published reviews.

7. Write reviews of books, event updates for Parag blog and provide required content to communications team for website.
8. Design, plan and implement writer/illustrator book development workshops.
9. Maintain recommended reading lists in languages where Parag has direct implementation. Help Parag supported libraries in strengthening the list and procuring the books.
10. Ensure quarterly user feedback is received from libraries/schools/librarians on Parag supported books and documented.
11. Identify case studies/best practices and document the same for the blog/website.
12. Build a network of children's publishers, authors and illustrators and enable cross-sharing of Parag's work. Stay well informed of the latest trends in the publishing and book markets.

Requirements: At least 5 years of experience of having worked with books, publishing, and children's literature sector in significant capacity, with good understanding of latest trends in publishing, good books and skills of working with multiple stakeholders. Ability to take ownership of projects and execute them with minimum guidance. Understanding of children's literature will be an advantage.