



December 2016
AudioFile Magazine job opening

Title: Editorial Coordinator

Job Responsibilities: We are looking for an **Editorial Coordinator** to manage communications with our audiobook reviewers, publishing partners, and our advertisers. The Coordinator assigns and handles audiobook reviews. The role requires excellent communication skills and impeccable follow-through for projects.

Us: AudioFile is a 25-year-old print and digital magazine with a start-up feel. With a small staff, ours is an office where everyone's voice counts. We speak to a devoted audience of audiobook enthusiasts, so it's a big plus if you count yourself among them. Book lovers also welcome. Get to know the inner workings of a media company at a time of explosive growth for the audiobook industry.

Experience and skills: 2 years project coordination experience required. The successful candidate will have a high level of attention to detail, an ability to communicate with a wide variety of organizations and individuals and the capacity to work independently. Digital savvy candidate and database experience required.

Part-time position 15-20 hours/week. AudioFile office is at 37 Silver St. (Old Port) in Portland, ME
Position available immediately, to apply please email robin@audiofilemagazine.com:
--A letter of interest
--A resume