



**Gotham Ghostwriters**  
106 West 69<sup>th</sup> Street #9B  
New York, NY 10023  
212-505-3131  
[info@GothamGhostwriters.com](mailto:info@GothamGhostwriters.com)

## **Associate** *Job Description*

**SUMMARY:** Gotham Ghostwriters, the country's premier ghostwriting agency, is seeking a highly organized self-starter with a love of words to help run and grow our innovative business.

We are a small, dynamic team that offers a world-class service to a diverse universe of authors, speakers, and thinkers who need help telling and selling their stories. Our group functions like a mash-up between a search firm and a literary agency, leveraging our unmatched network of 2500 accomplished editorial pros and knowledge of the ghostwriting field to match our clients with the right partner for their needs. We also serve as a trusted Sherpa to guide our clients on their publishing journey, tapping our extensive expertise and web of relationships to find the right publishing path for their stories and get the most impact for their ideas.

*You* are word-nerd at heart with an entrepreneurial brain, a keen interest in the craft and business of writing and publishing, and an abundance of initiative.

**RESPONSIBILITIES:** The Associate will help manage the agency's daily operations, service existing clients, and support our efforts to acquire new ones.

Among other things, the Associate will be responsible for:

- Serving as a first point of contact for new business inquiries and requests for information about the agency
- Coordinating scheduling for and communications between our team members
- Overseeing the agency's client tracking and project management systems
- Managing the agency's billing and contracting process
- Onboarding new writers to our network and educating them about our processes

Over time, the Associate will also be encouraged to contribute more directly to the agency's growth by identifying new business opportunities, cultivating new sources of referrals, assisting with direct client outreach, and representing the agency at industry events.



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**QUALIFICATIONS:** Strong project management, people, and writing skills are the top prerequisites for this position. In addition, the ideal candidate will have:

- 2 to 4 years of experience working in book publishing or another related field (PR, content marketing, etc.) and interfacing with clients/users
- Solid grounding in tracking platforms and systems like Zoho, Asana, and Excel
- Creative ideas for expanding the firm's brand awareness and reach
- An interest in expanding their skill sets and advancing with the company

**COMPENSATION:** Salary commensurate with junior positions in the publishing industry, as well as commissions for bringing in new business and bonuses tied to company performance. Health insurance provided.

**APPLICATIONS:** If you are interested in being considered for this position, please send a cover letter, your resume, and at least three representative writing samples to:

[dan@gothamghostwriters.com](mailto:dan@gothamghostwriters.com)