

TCG PUBLISHER: POSITION DESCRIPTION AND APPLICATION GUIDELINES

Theatre Communications Group, the national organization for theatre headquartered in New York City, NY, seeks a new Publisher to lead its book division. **TCG Books** is the largest independent trade publisher of dramatic literature in North America, with over 450 titles and 19 Pulitzer Prizes for Best Play on its book list. TCG Books believes that plays are literature, deserving the same care and attention as novels, poetry, short stories, essays, and other forms. As a publisher of new plays and emerging playwrights, TCG Books has a dual objective: to bring new literary voices to public attention and to cultivate individual relationships with its playwrights that nurture their careers. TCG is committed to keeping its playwrights in print. Authors include: Annie Baker, Anne Bogart, Caryl Churchill, Nilo Cruz, Jackie Sibblies Drury, Larissa FastHorse, Athol Fugard, Aleshea Harris, Quiara Alegría Hudes, David Henry Hwang, James I. James, Michael R. Jackson, Branden Jacobs-Jenkins, Adrienne Kennedy, Tony Kushner, Young Jean Lee, Tracy Letts, Tarell Alvin McCraney, Conor McPherson, Dominique Morisseau, Richard Nelson, Lynn Nottage, Suzan-Lori Parks, Sarah Ruhl, John Patrick Shanley, Stephen Sondheim, Paula Vogel, and August Wilson, among many others. TCG is one of the largest of 125 independent publishers working with Consortium Book Sales and Distribution, based in St. Paul, MN. Its annual budget is approximately \$2 million with \$1.6 million in sales, in addition to grants and sponsorships.

TCG Books operates as an integral part of the larger TCG organization, alongside other programmatic pillars including Conferences & Fieldwide Programming; Equity Diversity and Inclusion Initiatives, Federal Advocacy, The Global Theatre Initiative, and Grantmaking Programs. TCG's mission is "to lead for a just and thriving theatre ecology," and the Book Program strives to incorporate the programming priority of centering BIPOC and BITOC, as well as trans, nonbinary, and disabled communities within that priority. The Books team currently consists of a Publisher, Editorial Director, Senior Editor, Publications Manager, and Marketing Coordinator.

What You Will Be Doing

Among the key responsibilities of this position are overseeing all artistic and business aspects of book publishing at TCG, including the process for selecting new authors and publishing projects; budgeting and sales projections; negotiating agreements for new books, overseeing the Drama Online library, through an agreement with Bloomsbury that will contain 200 titles from TCG; overseeing the production process for new books, including typographic and cover design; securing printing estimates and managing the process; making decisions about which titles to include in short run and print-on-demand program; reviewing royalty reports; acting as primary contact for all business dealings with Consortium Book Sales and Distribution; making strategic decisions around inventory management; assessing the effectiveness of marketing & advertising efforts for the book program; and, along with the CEO, overseeing *American Theatre* magazine. The Publisher will also play a key role in leading the strategy for a new "One Million Books Campaign" to sell or gift 1 million books in the coming 10 years.

Skills and Experience You Need to Have

Successful candidates will have a deep commitment to anti-racism and inclusive practices, a passion for the artistry that goes into theatre and art making, as well as experience in the art and craft of book publishing. They will have a feel for authors whose work should be in wide distribution, as well as the volume of sales that can be expected from various titles. They will be curious and creative about how to get more plays on the shelves of independent bookstores, libraries, and in school classrooms, as well as connecting playwrights with their communities. Candidates should have 10 years' experience in book publishing or demonstrably relevant and transferable experience from another related field; a solid track record in budget management for both income and expense; ability to negotiate agreements with authors and their representatives; a knowledge of and deep appreciation for the arts and their important role in our society; strategic marketing and product development capacities;



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innovative thinking around the future possibilities for the Book Program; and a track record in supervising and working with a collaborative team.

Compensation, Benefits, and Other Information

This regular, exempt full-time position starts at an annual salary in the range of \$130,000 to \$160,000. TCG also covers 100% of health insurance premiums. Additional annual benefits include twenty vacation days, four personal days, paid sick-time, as well as other company time-off and holidays. TCG has a collegial environment that encourages a healthy work-life balance, personal and professional development opportunities through Grow@TCG, free TCG books, and events for staff designed by TCG's "fun committee" to foster a warm, inviting, and friendly office culture.

Staff members participate in mandatory year-round ED&I, accessibility, and anti-racism trainings, as well as participating on various internal workgroups: TCG's ED&I Workgroup, BIPOC @ TCG Affinity space, and Anti-Racist Learning and Action Affinity Space for White TCG Staff.

TCG is currently working remotely, and while there isn't a confirmed date to return to in-person schedules and operations, if relocating to TCG's offices in New York City is required for this position, TCG will cover a portion of relocation costs.

How to Apply

Please include "Publisher" in the subject line and email résumé, cover letter, and 2-3 references in a single attached file to publisher@tcg.org. All materials must be sent via email. No phone calls, please.

Application Deadline

Submit application materials by June 10. Applicants are encouraged to submit their materials as soon as they're able to. Following final reference checks, we hope to extend an offer no later than July 15 with a start date in August.

TCG is an Equal Opportunity Employer and has a strong commitment to equity, diversity, and inclusion (ED&I) in our hiring process, as well as in all areas of our work. At TCG, we believe that diverse ideas, cultures, and traditions reflect the US's broad diversity and are vital assets that enrich the programs and services TCG provides for the theatre field. We respect the intersectionality of identities and are committed to EDI in our work and workplace. We strongly encourage candidates who identify as Black, Indigenous, and People of Color (BIPOC), LGBTQ+, gender non-conforming and non-binary, neuro-diverse, and people with disabilities to apply.