

## UGLY DUCKLING PRESSE

---

at the Old American Can Factory  
232 Third Street, #E-303  
Brooklyn, NY 11215

office@uglyducklingpresse.org  
347-948-5170

Ugly Duckling Presse is now accepting applications for a part-time **Distribution and Outreach Coordinator**. The Distribution and Outreach Coordinator will spend 18 hours/week at the UDP studio in Gowanus, Brooklyn. The pay for this position is \$23/hour.

The Distribution and Outreach Coordinator is responsible for the smooth operation of UDP's distribution systems and supporting other staff members with development, marketing, and publicity. Tasks include:

- **Distribution:** invoicing, oversight of book shipments and wholesale orders, researching book stores, and scheduling, coordinating, and fulfilling shipments to reviewers, authors, translators, partner bookstores, and UDP subscribers. Shipping at UDP is hands-on and includes some physical labor, such as lifting boxes of books.
- **Correspondence:** keeping up with inquiries and requests sent to the orders department, corresponding with customers and bookstores
- **Development:** supporting the presse manager with grant writing and reporting, grant research, and rolling out fundraising campaigns
- **Prizes:** researching and submitting books for prizes throughout the year
- **Printshop:** bookbinding, Presse Day support
- **Studio upkeep:** participate in housekeeping duties, helping with inventory, ordering studio supplies
- **Events and book fairs:** staffing and volunteer coordination
- **Apprentices and Interns:** guiding UDP apprentices and interns in their areas of work

Required skills, knowledge, and experience include:

- At least two years of inventory, distribution, and/or bookstore experience
- Excellent attention to detail
- Strong communication skills
- Ability to keep track of several projects at a time
- Willingness to participate in studio chores
- Overall enthusiasm and passion about poetry and the arts

Preferred (but not required) skills include:

- Basic proficiency in InDesign and Photoshop

- Some knowledge of UDP titles

Interested applicants should send a cover letter, resume, and two references in a single PDF to Marine Cornuet and Camila Valle at [office@uglyducklingpresse.org](mailto:office@uglyducklingpresse.org) between **June 5 and 12**. Applications received before or after these dates will be automatically discarded. Thank you!