BOUND
grow through stories

Regd. Office: 'Nirmal', 20th Floor,
Nariman Point, Mumbai - 400021
Tel: +91 22 2202 3055/66
tarakhandelwal489@gmail.com

Job Opportunity: Editorial Assistant

We are looking for someone with a keen editorial sense and love for books to join our editorial team.

The Role

- Evaluate and edit manuscripts under the guidance of Bound's editorial experts.
- Provide research and writing assistance in large-scale book and video projects with domain experts and brands.
- Assist in programming our annual writers' retreat, publishing course, and other teaching programs conducted throughout the year.
- Oversee the production of our marquee Books and Beyond podcast! Write scripts, finalize the episodes, and publish them for the world to hear.
- Create resources and engage with our vibrant community of writers and publishing professionals.

Perks 🌼

- Lots of writing, lots of editing!
- Work directly with a diverse range of writers, creative people, experts and influencers
- Free access to Bound's courses and programs.
- Guidance and mentorship from Bound's expert editorial team.
- A hybrid working model. We work from Bound's scenic office thrice a week.

This is a Mumbai-based role.

This is NOT a reading role.

We are looking for

- An undergraduate degree in English, media, social science or humanities.
- Firsthand experience with writing and editing
- Impeccable English grammar and language skills
- Superb organizational skills, attention to detail and ability to multitask.
- Eager to learn and enjoys experimenting with new subjects, domains, and formats.
- Thrives in a collaborative and fast-paced environment

To apply, please email your resume, a writing sample, a sample edit and 2 references to people@boundindia.com.