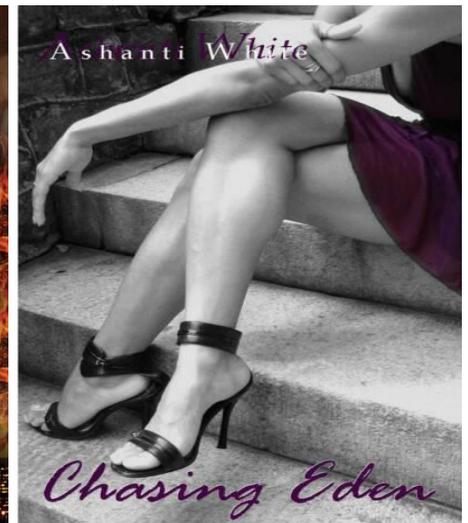
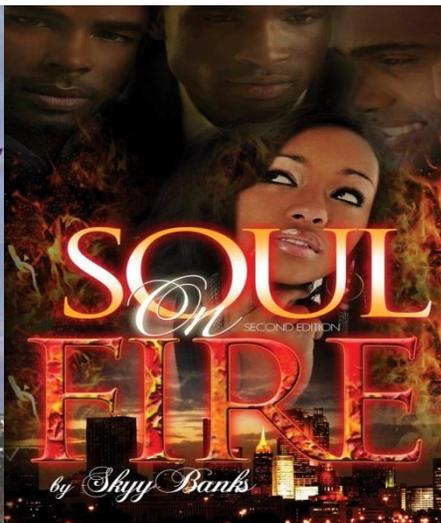
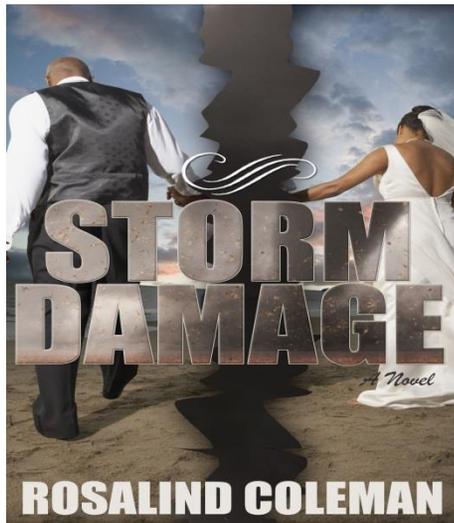




CHANGING LIVES...ONE BOOK AT A TIME!



Who we are and what we do

UrbanEdge is a small, traditional publishing house based in Georgia. We're not a vanity press and authors are not charged up front fees for their book to be published. Authors receive competitive royalty rates and play an integral role in the development of their book as it moves from manuscript to finished product.

UrbanEdge is a small publishing company that operates like a close knit extended family. We're a team. Our authors support one another, communication is our first priority, and diversity is embraced at all times. Our authors represent a variety of life experiences, backgrounds, and interests - it's what makes us unique; what bonds them is a fierce passion for what they do.

UrbanEdge is not just about contemporary fiction, urban fiction, or non fiction. Instead, we would rather say that we are about the business of books - good books - life changing books.

UrbanEdge publishing only takes on projects that we believe in 150% - nothing less. We are striving every day to build a solid foundation for ourselves in the publishing world so that 10, 20, 30, 40 years from now - we'll still be right here!

EDITOR

This collaboration is between the author and the editor. A good practice is to have at least one professional edit before submitting your manuscript for publication consideration. The editing process involves correction, revision, organization for flow and continuity, and other adaptations needed to produce an accurate and consistent body of work.

ACQUISITIONS

Editors and other pertinent players select and acquire titles that best fit into the over-arching goals and direction of the company. These titles fit into the genres outlined by the publishing company. Prior to making an offer to an author, meetings are held to determine the book's viability in the market place, scope and format of the work as well as royalty rates and other legalities.

PRE-PRODUCTION/ PRODUCTION

- Editing
- Design
- Sales and Marketing Plan
- Printing
- Binding
- Distribution

Here at UrbanEdge we offer great opportunities in editorial, sales, marketing, and other intern capacities. We work closely with schools and universities to ensure that interns gain as much knowledge and experience as possible in addition to meeting requirements for credit during their term. All we require is the following:

- Self-motivated, detail-oriented individual with excellent written, verbal, and organizational skills.
- Skill in coordinating and completing special projects and routine tasks.
- Excellent computer skills with experience in Microsoft Office and database management.
- Ability to work independently and with others.
- Dependability, flexibility, and ability to maintain confidentiality.
- Ability to work well under pressure and with deadlines.
- A passion for publishing and knowledge of various genre and buying patterns of readers
- Social media savvy
- Design experience and familiarity with InDesign Publishing Software (a plus)
- Sophomore and beyond

Below is an overview of the available opportunities and the kinds of responsibilities associated with these positions:

- **Editorial Assistant**

Responsibilities include but are not limited to reading and evaluating unsolicited manuscripts, maintaining and organizing files on in-coming manuscripts through all stages of publication, drafting and distributing quarterly newsletter, contributing to UE's blog and performing editorially-related administrative tasks.

- **Publicity Assistant**

Responsibilities include but are not limited to writing press releases, preparing press kits and mailings of publicity/press materials, coordinating author tours and book signings, and performing general administrative tasks.

- **Marketing Assistant**

Responsibilities include but are not limited to preparing marketing plans with the author, contributing to UE blog; coordinating and organizing book tours and materials and performing general administrative tasks.

- **Sales Assistant**

Responsibilities include but are not limited to processing and tracking orders, , coordinating sales promotion, ensuring listing prices are accurate and books are in stock, assisting with book tour preparation and general administrative duties.

We are small, yet strive for efficiency in providing a stellar level of customer service for our authors, vendors, and customers. Interns assist with all tasks required in a busy PR and marketing environment which are critical for promotion, sales, and the livelihood of UE. These tasks include responding to emails,

proofreading, editing web pages, handling mailings and email blasts, coordinating events, and working on media pitches and materials. Successful candidates have a love for books, people, and showcasing their best written or spoken communication skills.