

# LITERATURE JOB DESCRIPTIONS

Salaries based on national average per year. Regions may vary.

WHAT IT IS		WHAT IT TAKES		EARNINGS POTENTIAL/ SALARY
Job Title	Tasks/Responsibilities	Skills/Knowledge	Training	
Actor/Actress	<ul style="list-style-type: none"> <li>Auditions for roles in theatrical productions</li> <li>Memorizes lines from scripts</li> <li>Attends rehearsals</li> <li>Performs and interprets roles in plays and other theatrical productions</li> <li>May perform acting roles alone, or may also sing and dance</li> </ul>	<ul style="list-style-type: none"> <li>Reading</li> <li>Memorization</li> <li>Movement</li> <li>Voice/Speech</li> <li>Script Analysis</li> </ul>	Classes Professional and amateur experience	Varies
Communications Coordinator	<ul style="list-style-type: none"> <li>Coordinates internal/external public and community relations activities</li> </ul>	<ul style="list-style-type: none"> <li>Writing</li> <li>Organization/Administration</li> <li>Community outreach</li> </ul>	College Professional experience	\$20,000 - \$45,000
Comic Strip Writer	<ul style="list-style-type: none"> <li>Writes and often illustrates comic strips or cartoons found in printed news media</li> </ul>	<ul style="list-style-type: none"> <li>Writing</li> <li>Comic sensibility</li> <li>Grasp of current events</li> <li>Drawing</li> </ul>	Art/design experience	Varies
Copy Editor	<ul style="list-style-type: none"> <li>Edits the text used for advertisements, catalogs, product packages, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Strong grammar and spelling</li> <li>Writing</li> </ul>	College degree	\$37,000 - \$53,462
Copy Writer	<ul style="list-style-type: none"> <li>Writes the text used for advertisements, catalogs, product packages, etc.</li> </ul>	<ul style="list-style-type: none"> <li>PR/Advertising</li> <li>Communications</li> <li>Writing</li> <li>Strong language skills</li> </ul>	College degree	\$37,000 - \$53,462
Digital Artist	<ul style="list-style-type: none"> <li>Uses computers and digital technology to create works of art and design</li> <li>May be responsible for designing and developing interactive media products</li> </ul>	<ul style="list-style-type: none"> <li>Art/design experience</li> <li>Computer skills</li> </ul>	Art/design experience Computer skills	Varies
Editor	<ul style="list-style-type: none"> <li>Selects and prepares materials for publication or broadcasting</li> <li>Supervises writers</li> </ul>	<ul style="list-style-type: none"> <li>Management skills</li> <li>Time management</li> <li>Strong grammar and spelling</li> </ul>	College/ advanced degree in Language Arts	\$40,000 and up
Educator/Teacher	<ul style="list-style-type: none"> <li>Instructs students in various subject matters</li> <li>Utilizes various lecture and demonstration methods</li> <li>Uses audio-visual aids and other supplemental materials in presentations</li> </ul>	<ul style="list-style-type: none"> <li>Familiarity with standard concepts, practices and procedures within particular field</li> </ul>	College degree 2-4 yr. of field experience	Varies
Ghostwriter	<ul style="list-style-type: none"> <li>Writes, rewrites or edits books, songs or articles for authors or artists while receiving little or no credit for his or her work</li> </ul>	<ul style="list-style-type: none"> <li>Strong writing, grammar and spelling skills</li> <li>Confidentiality</li> <li>Humility</li> </ul>	College degree Writing/ Editing Experience	Varies
Graphic Artist	<ul style="list-style-type: none"> <li>Designs layouts for magazines, company logos, brochures, shopping bags, compact disc covers, and restaurant menus</li> <li>For some items: organizes text or copy, selects lettering and arranges any photographs or illustrations on a page</li> </ul>	<ul style="list-style-type: none"> <li>Design</li> <li>Computer skills</li> <li>Writing skills</li> </ul>	Art/design experience Familiarity with varied visual arts technologies	\$30,000 - \$65,000 and up
Illustrator	<ul style="list-style-type: none"> <li>Paints or draws pictures for books and other printed and/or visual medias</li> </ul>	<ul style="list-style-type: none"> <li>Drawing</li> <li>Design</li> <li>Literary interpretation</li> </ul>	Art/design experience	\$23,000 - \$65,000
Journalist	<ul style="list-style-type: none"> <li>Writes for a newspaper, magazine or news station</li> <li>Usually reports on news or feature stories of public interest</li> </ul>	<ul style="list-style-type: none"> <li>Research</li> <li>Interview skills</li> <li>Knowledge of information resources</li> <li>Writing</li> </ul>	College degree Professional experience	\$42,000 - \$64,000 average (varies depending on market size)

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Journalism Teacher	<ul style="list-style-type: none"> <li>Teaches secondary classes in journalism, creative writing and English</li> <li>Oversees student publications</li> </ul>	<ul style="list-style-type: none"> <li>Teaching</li> <li>Editing</li> <li>Writing</li> <li>Student mentoring</li> </ul>	College/ advanced degree in English/ communications and education	\$15,000 - \$40,000
Literary Critic	<ul style="list-style-type: none"> <li>Writes comments on literature for publications or television</li> <li>Help to shape public tastes</li> <li>Can make or break a writer's career</li> </ul>	<ul style="list-style-type: none"> <li>Vast knowledge of area of expertise</li> <li>Clear and persuasive writing</li> <li>Strong opinion</li> <li>Open, unbiased mind</li> </ul>	College/ advanced degree Field Experience Professional credentials	Varies
Literary Manager	<ul style="list-style-type: none"> <li>Reads scripts and suggests revisions</li> <li>Market's writers' work to producers and publishers</li> <li>Negotiates contracts for playwrights as well as other writers</li> </ul>	<ul style="list-style-type: none"> <li>Vast knowledge of literature as well as the publishing and dramatic industries</li> <li>Sharp negotiator</li> <li>Strong communicator</li> <li>Confidentiality</li> </ul>	College Professional Experience	\$18,000 - \$500,000
Manager	<ul style="list-style-type: none"> <li>Oversees the career of a writer</li> <li>May be responsible for negotiating contracts, scheduling promotional appearances, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Vast knowledge of literature as well as the publishing and dramatic industries</li> <li>Sharp negotiator</li> <li>Management skills</li> <li>Strong communicator</li> <li>Confidentiality</li> </ul>	Professional Experience	Varies
Marketing Director	<ul style="list-style-type: none"> <li>Creates a public image that best reflects the publishing company and its authors while helping to sell books</li> <li>Helps plan advertising campaigns for particular books</li> <li>Oversees implementation of ad campaigns</li> </ul>	<ul style="list-style-type: none"> <li>PR/Marketing</li> <li>Computer skills</li> <li>Strong communicator</li> <li>Strong time management, organizational and administrative skills</li> </ul>	College/ advanced Degree Professional experience	Varies
Online Editor	<ul style="list-style-type: none"> <li>Edits and oversees the content of web-based publications</li> </ul>	<ul style="list-style-type: none"> <li>Computer skills</li> <li>Web design</li> <li>Strong written communicator</li> <li>Art/design</li> </ul>	Professional Experience	\$37,000 - \$53,000 average
Photographer	<ul style="list-style-type: none"> <li>Shoots pictures of people, places, events or things for use in publications or TV shows</li> <li>May create natural or contrived special effects for images</li> </ul>	<ul style="list-style-type: none"> <li>Camera skills</li> <li>Strong visual perception</li> <li>Excellent timing</li> <li>Computer and art/design technology skills</li> </ul>	College Assistantships Professional experience	\$40,000 average
Photojournalist	<ul style="list-style-type: none"> <li>A photographer who specializes in photographing newsworthy people, places or events</li> <li>May work for a newspaper, magazine or television news station</li> </ul>	<ul style="list-style-type: none"> <li>Camera skills</li> <li>Strong visual perception</li> <li>Computer skills</li> <li>Art/design technology</li> <li>Strong interpersonal communication skills</li> <li>Ability to capture the heart of a newsworthy item</li> <li>Journalistic integrity</li> </ul>	College Apprenticeships Professional experience	\$40,000 average

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Playwright	<ul style="list-style-type: none"> <li>Writes scripts for plays such as dramas, musicals, thrillers, tragedies, mysteries and comedies</li> <li>Writes both dialogue and stage directions for a dramatic work</li> <li>Responsible for revisions at director's and producer's request</li> </ul>	<ul style="list-style-type: none"> <li>Dramatic vision</li> <li>Writing</li> <li>Understanding of communication styles and human interaction</li> </ul>	College Amateur and professional experience	Varies
Poet	<ul style="list-style-type: none"> <li>Composes poetry and other types of verse for magazines and books</li> </ul>	<ul style="list-style-type: none"> <li>Creative writing</li> </ul>	Field experience	Up to \$2.00 a line, sometimes more
Press Agent	<ul style="list-style-type: none"> <li>Responds to press inquiries</li> <li>Writes press releases</li> <li>Ghostwrites speeches and columns</li> <li>Arranges press conferences</li> </ul>	<ul style="list-style-type: none"> <li>Public Relations</li> <li>Writing</li> <li>Time management</li> <li>Confidentiality</li> <li>Sense of urgency</li> </ul>	College Field experience	\$20,000 - \$90,000 and up
Professor	<ul style="list-style-type: none"> <li>Teaches courses in literature, writing and journalism at the college level</li> <li>May also be involved in research and scholarly writing</li> </ul>	<ul style="list-style-type: none"> <li>Teaching</li> <li>Organization skills</li> <li>Mentoring</li> <li>Writing</li> <li>command of the language</li> </ul>	College/ advanced degree	\$73,000 - \$110,000 average
Public Relations Director	<ul style="list-style-type: none"> <li>Develops and maintains promotional materials that give a positive image to media outlets</li> </ul>	<ul style="list-style-type: none"> <li>PR/Marketing</li> <li>Writing</li> <li>Editing</li> </ul>	College/ advanced degree Professional experience	\$15,000 - \$50,000 - \$150,000
Publicist	<ul style="list-style-type: none"> <li>Generates publicity for books and authors</li> <li>Arranges book reviews and tours for authors</li> </ul>	<ul style="list-style-type: none"> <li>Public relations</li> <li>Writing</li> <li>Strong verbal and written communicator</li> </ul>	College Field Experience	\$20,000 - \$88,000
Publisher	<ul style="list-style-type: none"> <li>Handles promotion, exploitation and administration of a book</li> <li>Finds artists to write a book</li> <li>Issues licenses and manages monies</li> </ul>	<ul style="list-style-type: none"> <li>Management skills</li> <li>Time management</li> <li>Sharp negotiator</li> <li>Public relations</li> <li>Research</li> <li>Strong and clear verbal and written communicator</li> <li>Knowledge of industry</li> </ul>	College/ advanced degree Professional Experience	Varies
Reporter	<ul style="list-style-type: none"> <li>Gathers information and prepares stories that inform the public about local, state, national and international news events</li> </ul>	<ul style="list-style-type: none"> <li>Resourcefulness</li> <li>Strong written and verbal communicator</li> <li>Time management</li> <li>Works well under pressure</li> <li>Sense of adventure</li> </ul>	College Field Experience	Varies
Screenwriter	<ul style="list-style-type: none"> <li>Responsible for transforming a story, play or disposition into a visually oriented script</li> <li>Responsible for making necessary revisions during production</li> </ul>	<ul style="list-style-type: none"> <li>Dramatic vision</li> <li>Writing</li> <li>Understanding of communication styles and human interaction</li> <li>Works well under pressure</li> <li>Openness to input</li> </ul>	Field experience	\$25,000 - \$65,000
Speechwriter	<ul style="list-style-type: none"> <li>Writes speeches for company executives, politicians, etc. for a variety of audiences on a variety of topics</li> </ul>	<ul style="list-style-type: none"> <li>Writing</li> <li>Grasp of various communication styles and their appropriate usages</li> <li>Knowledge of broad spectrum of topics</li> </ul>	College Field experience	\$30,000 - \$100,000 and up

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Storyteller	<ul style="list-style-type: none"> <li>Performs stories about different subjects in various venues</li> <li>Uses music, dance and art to enhance storytelling</li> </ul>	<ul style="list-style-type: none"> <li>Works well with children</li> <li>Knowledge of assorted stories from different cultures</li> <li>Voice/speech, movement &amp; oratory skills</li> </ul>	No formal education required	\$50 - \$300 per performance
Typeface Designer	<ul style="list-style-type: none"> <li>Designs print styles for publications</li> </ul>	<ul style="list-style-type: none"> <li>Computer skills</li> <li>Art/design</li> </ul>	Field Experience	Varies
Writer	<ul style="list-style-type: none"> <li>Develops original fiction and nonfiction for books, magazines, trade journals, newspapers, technical reports, company newsletters, advertisements and more</li> </ul>	<ul style="list-style-type: none"> <li>Writing</li> </ul>	No formal education is required	Varies