



MEMORIA PRESS

Classical Christian Education for All Ages

Latin Author / Customer Service

Memoria Press is a Christian publishing company seeking a full-time author for Latin curriculum who can also perform customer service tasks.

We are a local, family-run publisher of classical, Christian homeschool and private school materials. We publish comprehensive, Christ-centered curricula with an emphasis on mastery and simplicity. Headquartered in Louisville, Kentucky, our curriculum is developed in the classrooms of the award-winning Highlands Latin School.

Qualifications

- Fastidious attention to detail in editing and proofreading
- Excellent command of the Latin and English languages, including grammar, spelling, and style
- Ability to multitask, prioritize, and manage time efficiently while meeting deadlines
- *Required education:* bachelor's degree at a minimum, focus on the Latin language
- *Preferred experience:* learning from or teaching Memoria Press curriculum, experience with Adobe Creative Suite (InDesign)

As a member of our Editorial Staff your responsibilities will include:

- Writing Latin curriculum
- Making corrections to book files and preparing books for print
- Editing and proofreading materials as needed
- Providing friendly, efficient customer support

To apply, please email your resume with a cover letter to Tanya Charlton at tanya@memoriapress.com.