

Publishing Internship

Design Assistant

Redleaf Press, a nationally known publisher of books for early childhood professionals located in St. Paul, Minnesota, is accepting applications for unpaid internship positions during the fall and spring semesters and for summer. The publishing internship program is designed to expose participants to all areas of book publishing, including editorial, production, marketing, and sales with major emphasis on design.

Qualifications, Knowledge, Skills, and Experience

Qualified candidates will be enrolled in a Bachelor's degree program in art, graphic design, or related field. Strong design, communication, organizational, and time-management skills are a necessity. The ability to act professionally in a professional environment is required, as is the ability to multitask and to meet deadlines. Excellent Macintosh skills, including working knowledge of Adobe CS3 and CS5, are required. Illustration skills are a plus.

Essential Job Functions

1. Assist in setting up and maintaining electronic files for printing.
2. Create and maintain electronic specification files.
3. Perform photo research/selection and assist in coordinating photo shoots as required.
4. Perform quality control checks for color matching, general print quality, and corrections from outside vendors on Redleaf products.
5. Perform basic typesetting for reprint corrections and other products.
6. Make basic photo adjustments as required using Adobe Photoshop CS3 or CS5.
7. Create basic technical art including diagrams, illustrations, charts, graphs, and tables using Adobe Illustrator CS3 or CS5.
8. Select appropriate stock photos, clip art, or licensed illustrations for book interiors.
9. Participate in interior design and cover design reviews.
10. Provide general administrative support for all design tasks.

Application Submission

Submit the following electronically:

- a cover letter explaining your interest in the internship and your career goals
- a résumé outlining your education and work experience
- a PDF portfolio of your best work
- a letter of recommendation from an academic advisor, college professor, or employer familiar with you and your work

Send materials to David Heath, Editor-in-Chief, at dheath@redleafpress.org.