

Publishing Internship

Editorial 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 design, production, marketing, and sales with major emphasis on editorial.

Qualifications, Knowledge, Skills, and Experience

Qualified candidates will be a junior or senior enrolled in a Bachelor's degree program in English, journalism, liberal arts, early childhood education, or a related field. Strong writing, communication, organizational, and time-management skills are necessary. The ability to act professionally in a professional environment is required, as is the ability to multitask and to meet deadlines. Excellent computer skills, including Word, Excel, and PowerPoint, are desired. Familiarity with the Macintosh platform is a plus.

Essential Job Functions

1. Assist in the development of the annual publishing lists by logging, reading, and evaluating selected project proposals and manuscripts; create summaries for the acquisitions/development editor for unsolicited proposals and manuscripts.
2. Help identify potential authors by researching journals, online articles, and conference programs based on direction from acquisitions/development editor and editor-in-chief.
3. Contact academic and peer reviewers to review materials; process feedback.
4. Assist in the preparation of final manuscripts for transmittal to production.
5. Participate in interior design and cover design reviews.
6. Provide editorial administrative support, including generating new boilerplate contracts and agreements for freelance writers, freelance editors, and authors; maintaining files and records; updating databases and doing general word processing; corresponding as directed; making travel arrangements; and requisitioning payments for advances and other related expenses.

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 writing sample
- 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.