

## Publishing Internships

### Editorial Assistant

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

### 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, organization, and telephone skills are a necessity. The ability to act professionally with authors, freelance editors, and Redleaf staff is required. Excellent computer skills, including Word, Excel, PowerPoint, and FileMaker Pro are desired. Ability to work under deadline pressure and to multi-task is vital. Familiarity with Macintosh platform a plus.

### Essential Job Functions

1. Assist in publishing list development by logging, reading, and evaluating selected project proposals and manuscripts; create evaluation/summary reports for the Acquisitions/ Development Editor for unsolicited proposals and manuscripts
2. Help identify potential authors through research in journals, online articles, and conference programs based on direction from Acquisitions/Development Editor and the Editor-in-Chief.
3. Contact academic and peer reviewers to review materials and process feedback.
4. Assist in the preparation of the final manuscript for transmittal to production
5. Participate in interior design and cover design reviews
6. Provide clerical support for editorial, including generating new boilerplate contracts and agreements for freelance writers, freelance editors, and authors; maintaining files and records; updating databases; general word processing; correspondence; 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 your academic advisor

**Send to: David Heath, Editor-in-Chief**

**dheath@redleafpress.org**