

## **Publishing Internships**

### **Design 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 design work.

### **Qualifications, Knowledge, Skills, and Experience**

Qualified candidates will be enrolled in a Bachelor's degree program in art, graphic design, or a related field. Strong design, communication, organization, and telephone skills are a necessity. Ability to work under deadline pressure and to multi-task considered a plus. The ability to act professionally with vendors and Redleaf staff is crucial. Excellent Macintosh skills, including working knowledge of Adobe CS3, are required. Illustration skills a major 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
7. Create basic technical art including diagrams, illustrations, charts, graphs, and tables using Adobe Illustrator CS3
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 your academic advisor

**Send to: David Heath, Editor-in-Chief [dheath@redleafpress.org](mailto:dheath@redleafpress.org)**