

Publishing Internship

Editorial, Production, and Sales Intern

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, but with an emphasis on editorial, production, and sales.

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. Computer skills, including Word and Excel are desired. Familiarity with the Macintosh platform is a plus.

Typical Intern Tasks

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. Opportunities to assist in proofreading and fact-checking manuscripts.
3. Help identify potential authors by researching journals, online articles, and conference programs based on direction from acquisitions/development editor and editor-in-chief.
4. Provide quality checks on epub files.
5. Participate in interior design and cover design reviews.
6. Assist in list-mining and outreach to early childhood professionals including organizations, academics, and others.
7. Assist in the execution of sales campaigns for new and backlist books.
8. Provide administrative support for the sales manager.
9. 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 letter of recommendation from an academic advisor, college professor, or employer familiar with you and your work

Send materials to Kara Lomen, Acquisitions and Developmental Editor, at klomen@redleafpress.org.