Position: Avalon Travel Editorial Intern

Reports to: Senior Editor

Minimum number of hours: 20 per week

Job summary:
The Editorial Intern provides administrative support to the editorial department as a whole. The Intern, while performing a select number of regular administrative tasks outlined below, may also be asked to learn and perform a variety of functions related to book acquisitions and editing, i.e., proofing, electronic file clean up, reviewing bluelines, checking alts, indexing, research, etc.

Specific duties:

- Provide administrative support to the editorial department, including faxing, filing, photocopying, and other general office tasks.
- Assist editors by applying for ISSNs and organizing ISSN data.
- Learn BBEdit and convert archived Quark files to text files to send to authors.
- Attend weekly Editorial meetings.
- Participate in a Product Development Group.
- Research sales figures of travel guides and build competition analysis spreadsheets for the acquisitions committee.
- Provide support to editors as needed. For example the intern may be assigned to generate indexes, fact check, review proofs, and input corrections and updates for travel and women's literature titles.
- Complete research on topics of interest to the editorial department (style updates, competing titles and sales data, as well as destinations being considered by the acquisitions committee).
- Assist Acquisitions Editor with organization and purge of editorial library.
- Manage the reader feedback and acquisitions email accounts. This task includes responding to all queries.
- Manage the organization of reader mail and monthly mailings to all authors.
- Organize a team building editorial outing/event for the entire department.

Suggested Reading: *The Copyeditor's Handbook* by Amy Einsohn
Words into Type, third edition
The Chicago Manual of Style, 15th edition

If you'd like to apply for this internship, please email a resume and cover letter formatted as Microsoft Word attachments to internships@avalonpub.com. Please put the name of this specific internship in your subject line. Our schedules are flexible. This is a **PAID** internship; $7.50/hr.

We do not accept phone calls concerning the internship program. For more information please visit www.avalonpub.com/internships/index.html or get to know us (our history, imprints and books) at www.avalonpub.com.