AVALON
publishing group incorporated

Position: **Cartography Department Intern**

Reports to: Cartography Manager

Minimum number of hours: 20 per week

Job summary:
The Cartography Intern provides map production support to the cartography department. The Intern works closely with the cartography manager, editors, and cartographers to prepare maps for layout. While performing a select number of regular administrative tasks outlined below, the Intern may also be asked to learn and perform a variety of functions related to map preparation and editing, i.e., generating map lists, checking and plotting sites on maps, editing maps for accuracy, building street indexes, etc.

Specific duties:

- Work closely with map editors to determine best base material and provide input during framing process.
- Scan hardcopy or source map data.
- Draw maps based on series specific templates.
- Work with map editors to review and correct edited maps.
- Export finished maps for book layout.
- Work with map editor and manager to review page proofs and blue lines for final book production.
- Maintain and organize departmental map files, electronic map catalog, and production calendar.
- Attend weekly Cartography and Production meetings.

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.