Position: **Marlowe & Co. Intern**
Reports to: Marlowe Editor
Minimum number of hours: 8 per week

The intern's duties will include:

- Assisting Editor on all administrative matters, including filing, typing correspondence, mailing
- Shipping advance copies to authors & agents
- Assembling Author Orientation packets
- Author/agent correspondence (phone/email/letters)
- Drafting and sending out rejection letters when necessary
- Applying for Library of Congress information
- Soliciting endorsements (compiling lists of potential endorsers,
- Locating contact information, drafting correspondence, assembling and mailing packets)
- Providing reader reports (or another form of brief) on slush manuscript/proposal submissions
- Research (competing titles; various organizations that relate to books in progress or future commissions; potential authors)
- Draft and/or proof copy for AIs, catalog, back panel
- Reviewing/proofing first pass pages

Additional duties may be assigned according to the intern's interests and experience, as well as the needs of the department.

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.