AVALON
publishing group incorporated

Position: <u>Shoemaker & Hoard Intern</u>
Reports to: Managing Editor
Term of Internship: one semester
Minimum number of hours: 15 per week

The intern's duties will include:

- assisting the Publisher on all administrative matters, including answering phones and filing
- organizing pre-sales and sales meeting materials
- providing reader reports (or another form of brief) on slush manuscript/proposal submissions
- sending out rejection letters when necessary
- applying for Library of Congress information
- following-up on manuscript permissions (artwork & text excerpts)
- proofing page proofs and bluelines
- shipping advance copies to authors & agents

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 to accommodate other course work. This is an **UNPAID** internship.

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.