

WaterBrook Multnomah Editorial Intern

BASIC QUALIFICATIONS:

- general proficiency in Microsoft Word and Microsoft Excel
- strong verbal and written communication skills
- clear grasp of grammar
- passion for words/books
- interest in exploring the publishing world

GENERAL DUTIES:

MAILING & FILING

- mail books to freelancers
- mail manuscript galley to endorsers
- maintain editorial bookshelves
- track manuscript submissions

DATA ENTRY

- update endorser lists
- assist with meeting notes

SUPERVISED EDITORIAL WORK, may include:

- manuscript reviews
- draft, edit, and proof marketing/sales copy
- internet research

EDUCATIONAL & CAREER DEVELOPMENT OPPORTUNITIES:

- read published and/or pre-published books and trade publications
- read proposals and participate in acquisition discussions
- attend select meetings to gain deeper understanding of the publishing process

OTHER DUTIES, may include:

- assist with hospitality arrangements for visiting authors
- general office support