



WATERBROOK MULTNOMAH
PUBLISHING GROUP

WaterBrook Multnomah Production Editorial Internship

BASIC QUALIFICATIONS:

- general proficiency in Microsoft Office 2007; prefer InDesign CS5 proficiency as well
- strong verbal and written communication skills
- clear grasp of grammar
- demonstrated proofreading skills
- passion for words/books
- interest in exploring the publishing world

GENERAL DUTIES:

MAILING & FILING

- mail manuscript galleys to freelancers
- maintain managing editor’s bookshelves
- assist with maintaining production and work-in-progress files

DATA ENTRY may include:

- archive digital files
- locate digital files for use as e-books, subrights, etc.
- update freelance database

SUPERVISED PRODUCTION EDITORIAL WORK may include:

- manuscript coding
- copyediting and proofreading manuscripts and reprint corrections
- assisting with production of trade paper conversions, reissued books, or advance reading copies

EDUCATIONAL & CAREER DEVELOPMENT OPPORTUNITIES:

- follow books as they go through the production process
- attend select meetings to gain a deeper understanding of the publishing process
- learn about production scheduling from copyedit to book going to print
- introduction to manuscript coding, as it relates to how the printed page will appear
- gain copyediting and proofreading experience

OTHER DUTIES may include:

- general office support

For more information visit www.WaterBrookMultnomah.com/internships

To apply visit www.WaterBrookMultnomah.com/internship-application/

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