

Consortium Book Sales & Distribution

Where Independent Publishers Live

www.cbsd.com

Our History:

Consortium grew out of a small book wholesaling cooperative in 1985 to become a full-service book distributor. We quickly earned a reputation as an advocate for independent publishers. As our reputation and expertise grew, so did our publisher base.

Our current list of publishers illustrates our continued commitment to our literary roots. In addition, we continue to nurture key subject areas such as politics, current affairs, popular culture, fiction, and poetry, along with a wide variety of other categories.

Our goal is to foster a vibrant community of independent publishers by distributing a diverse selection of thought-provoking books to the widest possible audience.

Sales Internship:

As an intern at Consortium, you will work primarily with the sales department. You will learn many aspects of the distribution—the selling and marketing—of independent publishers' books. Please visit our website for more information about our diverse group of international and U.S.-based publishers.

Projects Include:

- Attend presales and new publisher visits
- Attend meetings: weekly hot title, and monthly sales & marketing
- Process and track frontlist orders
- Assist with research and content development for at least one issue of the Consortium Weekly Communiqué, the newsletter sent to sales reps and accounts
- Assist with processing seasonal sales rep reports
- Assist with new account queries
- Update catalog mailing list
- Assist with event orders & tracking
- Assist with sales materials for national account reps
- Other projects as assigned

Requirements of the position include:

- Curiosity about publishing and a love of books
- Strong personal initiative along with the ability/willingness to work independently and ask a lot of questions
- Willingness to work with several departments on multiple projects
- Ability to organize and prioritize work, and to meet deadlines
- Excellent verbal and written communication skills
- Basic familiarity with Microsoft Office: Word & Excel

Immediate Supervisor:

Trade Sales Manager

Availability: 4-6 months; Time requirement: 15-18 hours per week

Compensation:

Unpaid, but rich in résumé-building experience! We also work with institutions to grant academic credit.

To apply, please spend time on our website, www.cbsd.com, then send a letter of introduction and résumé to:

Ruth Berger, Trade Sales Manager

rberger@cbsd.com