Agency Internship - Summer 2017

POSITION INFORMATION
Employer: Denise Shannon Literary Agency
Division: N/A
Title: Agency Internship - Summer 2017
Description: Seeking a responsible and self-motivated rising Sophomore, Junior, or Senior willing to work a minimum of 10-15 hours a week at a small Manhattan literary agency with a distinguished list of fiction and nonfiction authors. Duties will include general clerical work such as answering phones, filing, reading and reporting on manuscripts, assisting in the preparation of submissions and correspondence. This is an excellent opportunity to learn about the book publishing industry.

Location is in the Flatiron district.

Location
LOCATION
Nationwide
Manhattan
New York
United States

Position Type: Part Time, Paid, Internship
Salary Level: Paid
Job Function: Writing, Publishing, Journalism, Broadcast
Approximate Hours Per Week: 10-15 hours a week
Qualifications: Must be detail-oriented and computer literate with strong verbal and writing skills.

HOW TO APPLY
Please email a resume and cover letter to Erin Bartnett ebartnett@deniseshannonagency.com

Applications accepted via:
Other

IMPORTANT DATES
Posted On: Mar 03, 2017
Applications Accepted Until: May 03, 2017

CONTACT INFORMATION
Employer: Denise Shannon Literary Agency
Name: Erin Bartnett
E-mail: ebartnett@deniseshannonagency.com

Help Desk: 703-273-7240 (Hours: Mon-Fri, 9am-5pm EST)
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