

## Publishing Intern - Summer 2017

### POSITION INFORMATION

Employer	Free Spirit Publishing
Division	N/A
Title	Publishing Intern - Summer 2017
Description	<p><b>Position Summary</b> This publishing internship focuses on editorial, sales, and marketing work in an entrepreneurial environment and exposes the intern to a range of other areas of publishing at Free Spirit: production, design, and publicity.</p> <p><b>Intern Responsibilities may include:</b></p> <ul style="list-style-type: none"> <li>• Submissions correspondence</li> <li>• Read and evaluate submitted proposals</li> <li>• Perform database upkeep</li> <li>• Proofread copy</li> <li>• Participate in editorial, design, and sales/marketing meetings</li> <li>• Research projects related to acquisitions, editorial, sales, and marketing</li> <li>• Fact check manuscripts</li> <li>• Write website copy and general correspondence as requested</li> <li>• Write press releases and pitch letters for media opportunities</li> <li>• Prepare, assemble, pack, and disseminate mailings of new title samples</li> <li>• Prepare, print, and assemble sales kits for trade accounts</li> <li>• Prepare, assemble, pack, and disseminate catalog mailings</li> <li>• Assist in the preparation of marketing plans, advertising pieces, and other events as needed</li> <li>• Assist Publicist and Marketing Specialist with social media presence</li> <li>• Assist members of editorial and sales/marketing staff and entire company as needed</li> <li>• Work on special projects</li> <li>• File, photocopy, and perform other assorted administrative duties</li> <li>• Other duties as assigned</li> </ul>

### Location

#### LOCATION

**Nationwide**  
no

**City**  
Golden Valley

**State/Province**  
Minnesota

**Country**  
United States

### HOW TO APPLY

Apply directly via email to [internships@freespirit.com](mailto:internships@freespirit.com) or submit information directly to:  
Free Spirit Publishing  
Internship Coordinator  
6325 Sandburg Road, Suite 100  
Golden Valley, MN 55427

**Requested Documents:**  
Resume  
Cover Letter

**Applications accepted via:**  
Email  
Other

### IMPORTANT DATES

**Posted On:**  
Mar 31, 2017

**Applications Accepted Until:**  
Apr 30, 2017

### DEFAULT EMAIL FOR RESUMES

[internships@freespirit.com](mailto:internships@freespirit.com)

### CONTACT INFORMATION

Employer	Free Spirit Publishing
Name	Ms. Lauren Ernt
Title	Publishing Administrative Associate
E-mail	<a href="mailto:internships@freespirit.com">internships@freespirit.com</a>
Website	<a href="http://www.freespirit.com">http://www.freespirit.com</a>
Phone	(612) 338-2068
Fax	(612) 337-5050
Address	6325 Sandburg Road, Suite 100 Minneapolis, MN 55427 United States

Position Type	Unpaid, Internship
Desired Major(s)	All Majors
Desired Class Level(s)	Junior, Senior, Alumnus
Work Authorization	US Citizen
Salary Level	unpaid 📄
Job Function	Business: Consulting, Analysis, Statistics, Economics , Business: Brand Management, Marketing, Sales, Marketing Communications, Public Relations, Events, Writing, Publishing, Journalism, Broadcast
Desired Start Date	June 5, 2017
Duration	Approximately 12 weeks
Approximate Hours Per Week	10-15
Travel Percentage	No Travel
Qualifications	<ul style="list-style-type: none"> <li>• Junior or senior enrolled in a B.A. program or recent graduate with a B.A. in English, marketing, business, journalism, education, liberal arts, or related field</li> <li>• Excellent writing, communication, organization, and time-management skills</li> <li>• Strong computer skills, with experience in Microsoft Word and Excel</li> <li>• Ability to act professionally in a professional environment</li> </ul>

Help Desk: 703-373-7040 (Hours: Mon-Fri. 9am-8pm EST)

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