

Agency Internship - Summer 2017

POSITION INFORMATION

Employer	Denise Shannon Literary Agency
Division	N/A
Title	Agency Internship - Summer 2017
Description	<p>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.</p> <p>Location is in the Flatiron district.</p>

Location


LOCATION

Nationwide
no

City
Manhattan

State/Province
New York

Country
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 Barnett
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 Barnett
E-mail ebartnett@deniseshannonagency.com

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

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