



Editorial Interns

09/14/16

C&R Press is looking for two editorial interns.

We are looking for applicants with exceptional writing and editing skills, sharp analytic skills, meticulous attention to detail and factual accuracy, and familiarity with Microsoft Office, Internet research, and social networking platforms (Twitter, FB, Pinterest, Tumblr). We're willing to develop the right candidates. Must also be a self starter and capable of working independently. **Interns will work remotely and Skype/phone with directors regularly.**

Editorial internships are typically available each semester and for the summer term: Sept-Dec, Jan-April and Jun-August. We are flexible and prefer to keep interns with us for 6 months to, potentially, a year for the right candidate. This is unpaid though we've been known to give bonuses. You will receive unparalleled access to the directors, training, a lot of responsibility and a fantastic reference. School credit available. Interns are thoroughly involved in the process. If you stay with us for the year and beyond, you will get an editorial credit. We will put effort in to develop you and go to bat for you if you do well.

To apply, please send a resume, cover letter, two writing samples (creative pieces are OK—20 pages total max), and three references (references are important) to lharms@crpress.org with "Editorial Internship" in the subject field.

More about the positions and who we are looking for:

Reading Intern will work closely with the entire staff. Ideal candidates will have some knowledge of the C&R titles and its authors, and will be well-read, articulate, and motivated to seek out new and original literary voices. While assisting with a wide range of projects, interns will gain hands-on experience and training in most aspects of editorial work, while also gaining a good understanding of literary publishing and the business side of things.

Interns' responsibilities will include:

- A commitment to work fifteen to twenty hours per week for the duration (flexible for the right candidate).
- Reading, evaluating and reporting on fiction, nonfiction, and poetry submissions.
- Editorial administrative work (Building lists, writing synopses, fact checking, editing).
- Seeking out promising new authors by reading print and online journals, blogs, etc.



- Working on special projects as needed.
- Assisting all members of the editorial staff as needed

Best Qualified candidates will have:

- Knowledge about and passion for the contemporary publishing industry.
- Knowledge of contemporary literature.
- Excellent written and oral communication skills.
- The ability to work independently.
- Computer literacy (must have a computer).
- Undergraduate experience in English, Communications or a related field.
- Advanced reading knowledge of a foreign language (bonus).

Admin/Business Intern will work closely with the entire staff. Ideal candidates will have an understanding of the publishing business, business modeling, administrative experience, and will be well-read, articulate, and motivated. This candidate must be OK with making phone calls and be detail oriented. While assisting with a wide range of projects, the intern will gain hands-on experience and training in most aspects of the administrative work of running a small company, while also gaining a good understanding of literary publishing and larger literary trends.

Interns' responsibilities will include:

- A commitment to work fifteen to twenty hours per week for the duration (flexible for the right candidate).
- Editorial administrative work (Building lists, fact checking, hunting down submission deadlines and paperwork, etc).
- Working on special research projects as needed.
- Some travel planning assistance, informational calls, and scheduling
- To a lesser extent: Seeking out promising new authors by reading print and online journals, blogs, etc.



- Assisting all members of the editorial staff as needed

Best Qualified candidates will have:

- Knowledge about and passion for the contemporary publishing industry.
- Administrative experience.
- Sense of humor.
- Excellent written and oral communication skills.
- The ability to work independently and follow direction.
- Computer literacy (must have a computer).
- Undergraduate experience in English, Communications or a related field.
- Spanish Fluency (a bonus).

Editorial internships are intended for those who are serious about pursuing this particular field. We will prioritize 3rd and 4th year undergraduate applicants as well as grad student applicants. Please indicate in your cover letter whether or not you might be available for marketing and advertising. All interns are expected to help with general office e-administrative tasks such as data entry, emailing, and other various support tasks as needed.