



Social Media Intern

9/14/16

C&R Press is looking for a social media intern.

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, in particular, 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.**

Social Media 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 two to three references (references are important) to lharms@crpress.org with "Social Media Intern" in the subject field.

More about the position and who we are looking for:

Social Media Intern will work closely with the entire staff and have access to authors. Ideal candidates will have some knowledge of the C&R titles and its authors, and will be well-read, articulate, and already follow people and companies in the writing world via social media. Must have a professional mindset with regard to branding and be familiar with the literary world. While assisting with all social media aspects, interns will gain hands-on experience and training in editorial work, branding, and event coordination 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 literary trends and social media output.
- Editorial administrative work (Building lists, writing synopses, fact checking, editing).
- Speaking with authors (ages 24-70+) by phone and email.
- Working on special projects as needed.



Best Qualified candidates will have:

- Knowledge about and passion for the contemporary publishing industry.
- High proficiency in Facebook, Twitter, Tumblr.
- 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).

Social Media 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 you know how to fluidly post, tag, upload photos on Facebook and Twitter and what your availability will be. All interns are expected to help with general office e-administrative tasks such as data entry, emailing, and other various support tasks as needed.