



## Fall 2008 Internships

Island Press seeks energetic and enthusiastic environmentalists for various intern positions in our Washington, DC headquarters. Ideal candidates will be detail-oriented with excellent organizational and computer skills and available 10-20 hours per week.

### Production Intern

The Production Department seeks a detailed-oriented individual eager to learn the production aspects of book publishing. As the Production Intern, you will help the production team usher our environmental books through to the final product. Specific responsibilities include preparing, coding, and trafficking manuscripts; preparing digital e-book PDF files; light proofreading, and compiling text corrections. The intern will provide general administrative support for the production team. Candidate must have basic computer skills and ability to multitask. Familiarity with proofreading, copy editing, Acrobat and Microsoft Office Suite a plus. Individuals who want a great introduction to book publishing are ideal!

### Marketing Intern

The marketing department seeks a detail-oriented individual eager to learn marketing for books on environmental issues. The intern will work in a general support role for all marketing initiatives. Intern will also have the opportunity to interact with other areas of publishing to learn more about the business. This internship is ideal for someone who wants a great introduction to the marketing and publishing fields. A proactive, detailed, creative individual with some office experience is the ideal fit! Familiarity with InDesign and Excel preferred.

### Compensation & Benefit

- \$60/week stipend
- Casual dress code
- Flexible scheduling (10-20 hours per week required)
- Employee discount of 50% on all Island Press titles

### Application

To apply send cover letter and resume to [resumes@islandpress.org](mailto:resumes@islandpress.org) with a subject of "Fall 2008 Internship" and indicate which of the positions in your cover letter.