Position: <u>Seal Press Editorial Intern</u>
Reports to: Editorial Assistant
Minimum number of hours: 15-20

Job summary:
The Seal Editorial Intern provides administrative support to the Seal staff. While performing a select number of regular administrative tasks outlined below, she may also be asked to learn and perform a variety of functions related to book acquisitions and editing, i.e., proofing, checking alts, research, etc.

Specific duties:

- Provide administrative support to the editorial department, including filing, faxing, photocopying, data entry, and other general office tasks.
- Maintain the Avalon California library. Check inventory, submit weekly orders to our distributor, stock shelves when the books arrive.
- Manage the flow and recordkeeping for unsolicited submissions to Seal Press. This entails reviewing manuscripts, logging submissions decisions, and sending correspondence.
- Complete research on topics of interest to the Seal editors (new acquisitions topics, competing titles, sales data, potential authors).
- Manage the organization of reader mail and monthly mailings to Seal authors.
- Attend Seal Editorial meetings (as schedule allows).
- Provide editorial support as needed.

If you'd like to apply for this internship, please email a resume and cover letter formatted as Microsoft Word attachments to internships@avalonpub.com. Please put the name of this specific internship in your subject line. Our schedules are flexible. This is a PAID internship; $7.50/hr.

We do not accept phone calls concerning the internship program. For more information please visit www.avalonpub.com/internships/index.html or get to know us (our history, imprints and books) at www.avalonpub.com.