

The University of Arizona Press

Internship Program

TO APPLY

*Please submit your cover letter,
résumé, and brief writing sample to:*

Acquisitions:

Scott De Herrera
Editorial Associate

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Editorial, Design, and Production:

Amanda Krause
Interim EDP Manager

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Marketing:

Lela Scott MacNeil
Sales Manager

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Are you thinking about a career in
publishing,

or do you want to learn about how books
are published?

The University of Arizona Press is looking for driven, dependable interns for the **Summer and Fall 2016** semesters.

The University of Arizona Press publishes approximately sixty literary, general interest, and scholarly books each year, and has over 1,000 books currently in print. To learn more about the press and what we publish, visit our website at www.uapress.arizona.edu.

Interns will be exposed to the many facets of book publishing, including insight into how manuscript projects are submitted, reviewed, and selected for publication; the process of editing, designing, and producing a book; and the various aspects involved with marketing and advertising new titles.

This internship provides students with unique opportunities to gain valuable real-world job experience, allowing them to develop and enhance core competencies in the following areas:

- Professional communication and conduct
- Writing proficiency
- Research skills
- Organization and time management
- Strong command of essential software in a workplace environment

Tasks assigned to students are pivotal to the publication process, and the Press depends heavily on the efforts and meaningful contributions provided by its interns.

We are looking for candidates with strong writing and organizational skills. Knowledge of Microsoft Word and Excel, proficiency in English grammar, and sharp attention to detail are required.

Openings are available in each of the following three departments at the Press: Acquisitions; Editing, Design, and Production (EDP); and Marketing. More information about the specific departments can be found at <https://arizona.box.com/InternshipsbyDepartment>. Internships are unpaid, but interns are eligible for course credit per their academic department's requirements.

Applications for both summer and fall internships are being accepted now through **March 23, 2016**.