Position Title: Kore Press Publishing Internships  
Reports To: Executive Director & Publisher and/or Director of Marketing

Job Description: Marketing and Publishing internships run for one semester for credit, but preferably for one year in order to generate a substantive experience for student and Press. Work is 10 hours min/week. Responsibilities include assistance in all areas of publishing (i.e., writing, editing, and publishing content for Kore Press social media, online newsletter, press releases; book marketing support; data entry and database support; handling manuscript submissions and author correspondence; research; assisting the publisher and associated administration of publishing tasks).

Kore Press is a Tucson-based, nationally-recognized, award-winning feminist/literary Press running since 1993. Kore is dedicated to publishing and promoting the creative genius of a wide diversity of women writers, including those traditionally underrepresented in the cultural mainstream; to framing those voices in the context of progressive social change; and to educating and empowering female and transgender youth about the power of literature to create change.

General Responsibilities may include:
- Works cooperatively with all areas of Kore Press to promote its mission in a unified manner to the community
- Attend staff meetings
- Support the efforts of the ED by preparing timely reports and narrative summaries when appropriate

Specific Responsibilities in Marketing may include:
- Draft and send press releases, media advisories and calendar announcements on Kore Press events and meetings and other Kore Press activities.
- Draft pitch letters and other marketing materials as needed (i.e. brochure, fact sheet)
- Assist DM with social marketing and all marketing initiatives
- Assist with event marketing (i.e. House Parties, Fundraisers, Conferences, Readings and Exhibits)
- Maintain media database and support the development and maintenance of Kore Press Brand
- Maintain media press clip book--- print & online.
- Write monthly reports for ED or DM and participate as needed in quarterly reports
- Work closely with DM to insure accurate information to the media.
- Assist in book marketing (track mrktg plan, send review copies, PR, etc).

Specific Responsibilities in Publishing May Include:
- Support Publisher with monthly newsletter, which may include tracking schedules, coordinating content from curators/columnists, conducting interviews, writing articles, gathering information, layout, proofreading, and coordinating the mailing
- Assist with submissions processes with database support and author correspondence
- Manuscript preparation, proofreading, tracking throughout publishing process.
- Write regular reports for ED and participate as needed in the quarterly reports
- Other tasks as directed by ED and editors

Kore Press is a nationally recognized non-profit dedicated to literary activism through publishing women and educating girls to raise awareness and advance progressive social change.
Compensation: In addition to course credit, other considerations include but are not limited to:

- Letter of professional reference upon successful completion of internship
- Make connections with peer organizations and colleagues nationally
- Opportunity to learn and participate in the operations of a literary arts organization
- Opportunity to develop networking (relationship building) & project management skills
- Opportunity to learn the world of indie feminist publishing
- Interaction with writers, poets, and community thought leaders

Qualifications:

Bachelors degree (or working towards) in business, English, art, policy work, or demonstrated experience. Minimum one year working in business environment. Some event or meeting planning experience helpful. Experience with databases, word processing, and spreadsheet required. Excellent written and oral communication skills. Able to work in a small, creative, collaborative, nonprofit arts office downtown; able to work well with diverse population; open to critique and coaching/mentoring; able to work under pressure on (sometimes shifting) deadlines; ability to track and execute multiple tasks well. A passion for the mission required: lifting up the voices of women and girls through literature to create social change.

Contact:

Send email with resume and letter of interest to Lisa Bowden, Founder & Publisher
lisa@korepress.org
520-327-2127