Bookmans Marketing Editorial Assistant Intern

Job description

Bookmans seeks a highly motivated individual with an interest in online marketing for an editorial internship in our corporate office located near Palo Verde and Valencia in south Tucson. This internship allows individuals to participate in all areas of Bookmans online publications as part of our Marketing Department team. Though the position emphasizes editorial work, there will be opportunities for light writing and research as well.

Duties include:

• Copy editing and fact checking on website posts;
• Preparation of social media updates;
• Copy editing and preparing monthly electronic newsletter;
• Copy editing and preparing publicity materials;
• Carrying out light administrative tasks.

Duties may include:

• Collaborating with and assisting other members of the marketing team at both the corporate and store levels including the Art Department, Event Liaisons, and Media Production;
• Researching emergent social media platforms;
• Writing articles for Bookmans.com and BookmansSports.com including reviews, profiles, event recaps, etc.
• Selection and digital manipulation of images for marketing purposes;
• Providing customer service in person, on the phone and online;
• Assisting Event Liaisons with story time or book clubs.

Reports to:

The Editorial Assistant Intern reports to the Bookmans Web Editor and Social Media Manager.

Qualifications:

• Excellent writing and proofreading skills.
• Ability to type 40+ wpm.
• Strong Internet research skills.
• Familiarity with Associated Press style.
• Strong interest in current events.
• Ability to meet deadlines.
• Ability to work effectively on a team.
• Familiarity with Macs and MS Word.
• Familiarity with WordPress desired, but not required.

Hours:

Bookmans allows for a flexible schedule. While we will track the hours the Editorial Assistant Intern puts in to report back to the University of Arizona English Department, we are more interested in the completion of tasks.

Compensation:

This is an unpaid internship.

Benefits:

Exposure to the bookselling industry and current literary climate. Networking opportunities and job skills development. Publication by-lines. Relevant skills in emergent online platforms. Employee discount in our stores for the term of the internship. A fun and engaging work environment.

Application Process:

Send a cover letter, resume and three nonfiction writing samples or excerpts (preferably journalistic articles) of no more than 500 words. E-mail preferred: Send e-mail with Word or PDF attachments to Rebecca Ballenger at rebeccab@bookmans.com. Please put “Editorial Intern” as the subject header. We will contact you only if you have been selected for an interview. Please do not call. Thank you for your understanding.

About Bookmans:

Bookmans Exchange built our reputation on the concept that "used" is not a dirty word. With seven stores in Tucson, Mesa, Phoenix and Flagstaff, we rely on our customers for what we sell. We regularly host in-store events ranging from art exhibits, musical performances and anime festivals to reptile adoptions, yoga classes and yo-yo workshops. Stepping into Bookmans alters your view of what buying used is and should be. Our philosophy of DIY creativity, integrity and community involvement has made us one of Arizona’s most loved stores.

We believe in making the effort to interact with and understand others, being involved with and contributing to our community, speaking out against censorship and promoting freedom of expression at every turn, offering a diverse mix of merchandise with broad price ranges and exceeding expectations.

Our customers made Bookmans what we are today -- a bazaar of used media, literature, collectibles and entertainment. Where else can you pick up a stack of Rolling Stone back issues, the latest Janet Evanovich novel, an out-of-print Merle Haggard record, a Playstation 2 and an Elvis bobblehead all under the same roof? Bookmans is good for your pocket, good for the planet.