Summer Internship 2018 - Balzer + Bray Editorial

US-NY-New York

Category  Editorial

Overview

We are currently seeking an intern to support the editorial department of our Balzer + Bray imprint.

This summer internship is a paid opportunity (28 hours per week), and it will run from June 11 through August 16 for a total of 1

Responsibilities

- Providing editorial and administrative support.
- Reading submissions and drafting reader’s reports.
- Drafting copy.
- Participating generally in activities of imprint.

Qualifications

- Applicants must be at least entering their junior year of college.
- Applicants going into their senior year of college, grad students, or college graduates preferred.
- Must be proficient in the Microsoft Office Suite
- Strong analytical reading and writing skills
- Strong communication skills
- Is detail-oriented and organized
- Ability to juggle multiple projects
- An interest in children’s book publishing
- Applications MUST have a cover letter

HarperCollins Publishers is an equal opportunity employer.

Options

Apply for this job online

Email this job to a friend

Share on your newsfeed