



Employer Name: Hachette Book Group

Position Title: Editorial Intern

Location - City, State: New York, New York

Industry: Publishing

Job Description:

The Editorial Intern will be responsible for providing editorial and administrative support to key Editorial members and work on special projects as needed. Responsibilities may include:

- . Reading, evaluating and reporting on manuscripts for publication
- . Writing cover, catalog and promotional copy, and preparing fact sheets; writing rejection letters
- . Preparing contract requests
- . Communicating with authors and agents about queries, payments, etc.
- . Trafficking editorial projects through Production, Copyediting, and Marketing, and securing appropriate approvals
- . Preparing cost specifications for titles
- . Coordinate special projects for the Editorial team members

REQUIREMENTS:

- . A passion for book publishing
- . Excellent writing, organizational and administrative skills
- . Meticulous attention to detail and an ability to juggle multiple priorities in a fast-paced environment
- . Solid computer skills, including MS Word and Excel; polished communication skills

Duration: June 4th – August 10th

Job Functions:

- . Editorial
- . Publicity
- . Art/Design
- . Production
- . Marketing
- . Communications
- . Sales
- . Managing Editorial

Employer Description: Hachette Book Group is a leading trade publisher based in New York and a division of Hachette Livre, the third largest trade and educational publisher in the world. HBG publishes under the divisions of Little, Brown and Company, Little Brown Books for Young Readers, Grand Central Publishing, Orbit, Hachette Books, Hachette Nashville, and Hachette Audio. HBG's bestselling authors include Sherman Alexie, Julie Andrews and Emma Walton Hamilton, David Baldacci, Sandra Brown, Stephen Colbert, Chris Colfer, Michael Connelly, Jeffery Deaver, Nelson DeMille, Tina Fey, Malcolm Gladwell, Chelsea Handler, Harper Lee, John Maxwell, Brad Meltzer, Joyce Meyer, Stephenie Meyer, J.R. Moehringer, Joel Osteen, James Patterson, Randy Pausch, Jerry Pinkney, Keith Richards, JK Rowling, J.D.



Salinger, David Sedaris, Lemony Snicket/Daniel Handler, Nicholas Sparks, Jon Stewart, Scott Turow, David Foster Wallace, Brent Weeks, and Tom Wolfe.

Employer Locations: New York, NY

Allowed School Years: all school years accepted

Allowed Majors: all major accepted