



Employer Name: Hachette Book Group

Position Title: Publicity Intern

Location - City, State: New York, New York

Industry: Publishing

Job Description:

The Publicity Intern supports the Publicity team and serves as a liaison between the imprint and all types of media and bookstores. Responsibilities may include:

- . Writing press releases; creating press kits, assist publicists with organizing author tours and events and conducting appropriate follow-up
- . Distributing in-house materials and maintaining publicity databases
- . Communicate with high profile authors and literary agents.
- . General administrative responsibilities include answering telephones, photocopying, faxing, filing, assembling mailings, and importing/scanning information into the company-wide database

REQUIREMENTS:

- . Superb verbal and written communication skills and knowledge of the media are paramount.
- . Excellent computer skills, including familiarity with MS Word and Excel
- . The ability to multi-task and attend to details in a fast-paced environment are also essential.
- . Internet savvy also a plus.
- . Interest in book publishing is essential.

Duration: June 4th – August 10th

Job Functions:

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

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