



Employer Name: Hachette Book Group

Position Title: Sales Intern

Location - City, State: New York, New York

Industry: Publishing

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

- . Work with InDesign, Photoshop, or Illustrator to create sell sheets and promotional materials.
- . Assist in creating sales presentations
- . Running and analyzing sales reports
- . Researching new accounts

REQUIREMENTS:

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

Duration: June 4th – August 10th

Job Functions:

- . Publicity
- . Art/Design
- . Production
- . Marketing
- . Communications
- . 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