

Internships at Avalon Travel and Seal Press in Berkeley, California

For anyone interested in a publishing career, experience is a must. Avalon Travel and Seal Press, located in Berkeley, California, have strong reputations for providing interns with the skills they need to build a career in the competitive field of book publishing. We offer a comfortable atmosphere in which the challenges of hard work and tight deadlines are met with enthusiasm. We seek interns who are both hardworking and fun, and who will welcome the opportunity to take on more significant responsibilities than those typically offered in internship programs.

Avalon Travel publishes several major travel guidebook series: Rick Steves; Moon, which includes Moon Handbooks, Moon Metro, Moon Outdoors, and Moon Living Abroad; The Dog Lover's Companion; the best-selling guidebook *Road Trip USA*; and individual travel titles.

Seal Press specializes in books by women writers, and has published groundbreaking books including *Cunt*, *Full Frontal Feminism*, *Hijas Americanas* and *Egalia's Daughters*.

Position: Marketing Services Intern

Reports to: Marketing Services Manager

Minimum number of hours: 16 per week

Job summary:

The Marketing Services intern is involved in a wide variety of marketing and creative services projects, including an introduction to light design and production duties. Prior exposure to web or print production is helpful, but not required.

Specific duties:

Duties may include, but are not limited to the following:

- Fulfill artwork requests from media, distributor, and other outlets
- Assist with website maintenance and load in new content
- Manage publicity and marketing mailings as requested
- Help produce publicity posters for author events and send them to print
- Test links on imprint, travel series, and book-specific websites
- Update author photo database with new images
- Organize an archival system for materials
- Maintain inventory of letterhead and promotional pieces

Application Schedule:

Winter/Spring: Applications accepted starting November 15 thru January 15

Summer: Applications accepted starting April 15 thru June 1

Fall: Applications accepted starting June 15 thru September 1

What's the Compensation?

\$8.00/hr

How do I Apply?

If you'd like to apply for the available internship, please follow the instructions below:

- Send a RESUME and COVER LETTER, both as MICROSOFT WORD or PDF attachments, to **internships@avalonpub.com**. DO NOT send any other material or in any other form. Other materials will be discarded and other forms will not be opened.
- Please write the internship name in the subject of your email so we notice your inquiry faster.
- We do not accept phone calls concerning the internship program. Email with questions at **internships@avalonpub.com**.

To learn more about Avalon Travel and Seal Press, please visit:

www.avalontravelbooks.com

www.sealpress.com