

Editorial Internship at Gray Dog Press

Gray Dog Press is a Spokane-based publisher of fiction and nonfiction trade paperback titles. GDP is currently seeking to fill a three-month internship position (10-12 hours per week, February through May). The internship is open to students with junior or senior standing in an accredited university, as it is designed to provide real-world job experience as an extension of academic curriculum, and to assist in finding employment upon graduation.

More information about Gray Dog Press can be found on our website: www.graydogpress.com

Application procedure

Applications must be received no later than **January 20, 2012**. Select candidates will be asked to interview and/or take an editing test, and final selections will be completed by January 27.

Please read this application thoroughly, then return documents via email attachment, post, or fax (Attn: Andrew). Questions about the internship program can be directed to the same address.

Gray Dog Press
ATTN: Internships
2727 S Mt. Vernon #4
Spokane, WA 99223
editor@graydogpress.com
Fax: 509.533.1897

Requirements

At least junior status.

Command of English grammar & usage.

Expertise in Microsoft Word.

Extreme attention to detail. Not good, not really good, but better than anyone else you know.

Preferences: Editing experience at a journal or publication; published writing; familiarity with major style guides (especially Chicago Manual of Style); marketing experience; graphic design expertise (CS4 or CS5 preferred); layout experience (InDesign CS4 or CS5); web design and/or social media expertise; declared major in English or related field.

Don't let the preferences disturb you; most of all it is important that you have a desire to learn. Independent presses take a hands-on approach, and no job is completely independent of another. Editors help with packaging, marketers help with cover design, production folks help with design critiques. Though the primary responsibilities for this internship are editorial in nature, the goal of the internship is for you to receive a balanced hands-on education in publishing so that you'll have a basis for future work in the industry.

General Information

Expectations

The intern is expected to provide a schedule of availability, establish a work schedule, and follow that schedule. The intern is expected to learn and complete tasks assigned to them. The intern is expected to ask questions, be curious, and exhibit a desire to learn about the publishing industry. The intern is expected to speak up when they have questions, concerns, or suggestions. The intern is expected to provide feedback upon completion of the program in order to help us continually shape the internship to benefit future interns.

Learning Goals

Complete editorial process for both book-length manuscripts and literary journal
Guerilla marketing efforts for small publishers
How to arrange and market a book signing or author event
Book production basics, including printing, binding, and trimming
Interior layout & design fundamentals
Book jacket design, including artwork acquisition

Environment

Gray Dog Press is a small office located inside of Ditto's copy center. As such, you may occasionally share office space with one or more staffers. Editorial meetings may take place in an office, in the break room, outside, or at the coffee shop next door. Some submission reviews need not be done in-house; you may use the online submission manager or take submissions and read them wherever you like so long as they are done promptly and professionally, but most of your time will be spent in the office. Each week you will meet with the Senior Editor to discuss the program, your progress, and projects. You will be given lots of coaching, but also lots of leeway to experiment and learn. Your primary contact and coordinator will be the Senior Editor.

Compensation

This internship can be completed for college credit pursuant to your school's terms; it is your responsibility to arrange for credit. Interns will be given a selection of Gray Dog Press's published books as well as acknowledgment for design and editing work on published manuscripts. Interns will get letters of recommendation for future employment, and priority consideration for any future GDP job openings. We do have coffee and often have baked goods lying around. Also, free high-fives.

Responsibilities

The internship's primary goal is to educate the intern about the editorial, production, and marketing process for trade paperback titles and the publishing industry in general.

Manuscript review. GDP is a publisher of fiction and nonfiction books, printing roughly 8-10 titles per year. While some of these titles are solicited from authors, most come from our open submissions. We receive hundreds of submissions every year, which must be read and analyzed and rated until we find those few that are suitable for publication within our mission. You will be responsible for reading and writing up reviews/recommendations for at least two submissions every week. You will be the front line in determining what becomes part of published literature, and you will be given feedback and coaching on your notations to fully develop your skills as a reviewer (one of the most important jobs in any publishing house, and also for freelance writers and editors).

Design. You will be taught the essential aspects of cover design as they apply to paperback titles, and will create a cover proposal for a title headed to market. You will work closely with GDP to revise and refine covers for artistic, marketing, and technical proficiency.

Proofread manuscripts. You may be asked to proofread part or all of manuscript(s), under the supervision and coaching of the Senior Editor. You will also receive training and experience in copyediting and developmental editing with the goal of understanding the various editorial roles and how to balance them.

Production work. You will be trained in preparing manuscripts for printing, as well as in binding and trimming using our in-house, small-scale bindery equipment.

Marketing assistance. You will work with our staff to outline and complete marketing tasks. These may consist of compiling customer databases, contacting bookstores and other venues, and arranging for Advance Review Copy distribution, coordinating book availability through distributors, as well as copy writing for marketing materials (including website) and the GDP catalog, and even some very glamorous work fulfilling book orders. You may also be asked to assist at book release parties and other events by staffing the sales table and talking with authors and readers.

Other duties as assigned, including periodic website and social media updates. As time allows you will be instructed in the ebook conversion process, as such a skill is now highly valuable in the publishing industry.

Upon completion of the internship you should have a very good understanding of industry standards, terminology, tools, and practices, and be qualified and confident to apply for entry-level positions at any publishing house.

Application documents

Please provide four documents as part of your application:

Cover letter (be brief)

Current résumé

A *single page* describing your editorial philosophy (and/or experience) and career aspirations.

A *page or less* answering the questions listed below. Do not provide more than a page; if you return more than a page, we'll throw your application in the trash. (And no tiny point sizes or reduced margins, either. We're onto you. Single-spaced is fine.)

Questions

What's your understanding of style guides in the editorial process?

What's the difference between proofreading and copy editing?

Write a book blurb that would pique your interest on the back cover of a novel.

What makes a book cover stand out on the shelf?

What are the three most important books you've read in the last three years, and why?

What was the last book you suggested to someone, and why did you choose it over another?