EDITORIAL INTERNSHIP

Sasquatch Books is seeking a creative and enthusiastic intern to join our editorial team to assist both the acquisitions editorial and production editorial departments. The intern will play an important role by assisting in various stages of book production while learning, through hands-on experience, how books are made from start to finish. Key responsibilities include tracking, reading, and evaluating unsolicited manuscripts and mailing rejection letters; attending weekly production, editorial, and acquisition meetings; and supporting editorial production with tasks such as fact-checking, light proofreading, and serving as a second set of eyes. The intern will assist acquisition editors by reading and reporting on submissions and manuscripts, conducting research, and some tasks related to manuscript development, including mailings and file maintenance. The internship will provide the intern with a clear view of what it’s like to work in an editorial department, but will also provide a broader view into how the company’s departments work together.

BASIC SKILLS: Interest in books, especially in the genres that Sasquatch publishes; strong writing and communication skills; highly organized; can work independently and takes initiative; self-starter; strong eye for detail.

PREFERRED SKILLS (BUT NOT REQUIRED): Familiarity with the Chicago Manual of Style, publishing and/or editing classes, editing certificate, experience at a college newspaper or publication, and familiarity with Adobe InDesign and Microsoft Word.

INTERNSHIP DETAILS: The internship is paid and spans a period of 6 months. It requires 16 hours per week during business hours of on-site work but is dependent on our work flow – hours may vary at times. Interns are paid a stipend based on hours worked, up to $5,000, paid in monthly increments.

• Winter/Spring internship: January through June
• Summer/Fall internship: July through December

ABOUT SASQUATCH BOOKS: Sasquatch Books is a regional book publisher that specializes in cookbooks, children’s books, outdoor recreation guides, and literary nonfiction based in the Pacific Northwest.

To apply for the 2016 Winter/Spring internship, please email a resume and cover letter to internship@sasquatchbooks.com and specify “editorial internship” in the subject line by January 4th, 2016.