EDITORIAL INTERNSHIP

Sasquatch Books is seeking a creative and enthusiastic intern to join our editorial team. The intern will play an important role in the department by assisting in various stages of 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, title research, and serving as a second set of eyes. The internship will provide the intern with a clear view of what it’s like to work in editorial specifically, 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

INTERNSHIP DETAILS: The internship is paid and runs for a minimum of 3 months with the possibility of extending to 6 months after review. It requires about 8 to 10 hours of work per week but is dependent on our work flow—hours may vary at times.
• Winter term: January through March, possibility to extend through mid-June
• Summer term: Mid-June through mid-September, possibility to extend 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, please email a resume and cover letter to internship@sasquatchbooks.com and specify “editorial internship” in the subject line.