Beacon Press Summer Intern Position Description

The Summer Intern will rotate through the following three Beacon Press departments and receive assignments in each over the course of the 8-week internship:

**Editorial Intern**
The Editorial Intern will assess and respond to manuscripts, assisting the editorial team with research, and developing readers’ guides for select titles. Interns will attend meetings and will work closely with a member of the editorial team. They will also have the opportunity to meet individually with those in other departments.

In selecting interns, we look for motivated applicants with an interest in publishing, a passion for social justice, and strong writing and administrative skills. Familiarity with current events and politics is a plus. Previous office experience and computer skills are helpful but not essential; a commitment to Beacon’s mission is required.

**Marketing Intern**
The marketing intern works closely with the marketing department in various areas of administration and support. Day to day tasks include research for organizational and academic outreach opportunities, assisting with book mailings for giveaways and other projects, drafting letters, reading assigned books to assist in development of marketing plans, scheduling social media posts; updating content on Beacon websites, writing blog posts, tracking monthly online stats, and producing marketing materials.

Candidates should have a strong interest in publishing and social justice, as well as a desire to learn about marketing books to consumer audiences.

**Digital & Social Media Intern**
The Digital & Social Media Intern works closely with the associate digital marketing manager in various areas of Beacon’s social media assets. Responsibilities include assisting with the drafting and scheduling content on Twitter, Facebook, and Instagram; planning social media campaigns; drafting blog posts and newsletters; creating social media images; tracking authors, books, and trending news on social media; updating website content; and tracking weekly and monthly online stats.

Candidates should have a strong interest in publishing and social justice, as well as a desire to learn about the ways publishers use online assets to build community and raise the profile of our brand, books, and authors.