

Beacon Press Summer Intern Position Description (revised 12/1/2020)

The Summer Intern will rotate through the following two Beacon Press departments and will receive assignments in each both 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, and will work on a few long-term projects depending on candidate's interests and abilities.

Day to day tasks could 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, planning social media content, 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, and how publishers use social media to build community.