

Position: Avalon Travel Acquisitions Intern

Reports to: Acquisitions Director

Term of internship: 3–4 months

Minimum number of hours: 16 per week

Job summary:

The Avalon Travel Acquisitions department is responsible for finding authors for all Moon-series titles, including Moon Handbooks, Moon Outdoors, and Moon Living Abroad. Acquisitions also organizes the future publishing program. The Acquisitions Intern will assist in the day-to-day needs of the Acquisitions department.

The goal of this internship is to provide the intern with an introduction to a real-world publishing environment. This internship may provide the opportunity to learn other publishing and editing skills, depending on the intern's specific interests. Interest in publishing, positive attitude, good oral and written communication skills, and enthusiasm are essential. Prior experience with student or professional publications is helpful but not required.

Specific Duties

Specific duties may involve but aren't limited to:

- Managing and responding to queries and pitches sent to the Avalon Travel Acquisitions department
- Managing and responding to reader feedback on Avalon Travel books
- Drafting communications sent to Avalon Travel authors
- Researching sales data

Depending on interest and aptitude, the intern may also have the opportunity to learn

- the acquisitions process at Avalon Travel
- what makes a good travel guidebook proposal
- how to give constructive feedback to authors

How to Apply

If you'd like to apply for the available internship, please send a resume and cover letter, either as Microsoft Word or PDF attachments, to avalon.internships@perseusbooks.com. Please write the internship name in the subject of your email so we notice your inquiry faster. We do not accept phone calls concerning the internship program. Our schedules are flexible to accommodate other course work. This is an **UNPAID** internship, and to be considered, you must be able to receive course credit for one semester.