

Internships at Avalon Travel in Berkeley, California

For anyone interested in a publishing career, experience is a must. Avalon Travel, located in Berkeley, California, has a strong reputation for providing interns with the skills they need to build a career in the competitive field of book publishing. We offer a comfortable atmosphere in which the challenges of hard work and tight deadlines are met with enthusiasm. We seek interns who are both hardworking and fun, and who will welcome the opportunity to take on more significant responsibilities than those typically offered in internship programs.

Avalon Travel publishes several major travel guidebook series: Rick Steves; Moon, which includes Moon Handbooks, Moon Metro, Moon Outdoors, and Moon Living Abroad; The Dog Lover's Companion; the best-selling guidebook *Road Trip USA*; and individual travel titles.

Position: Cartography Department Intern

Reports to: Cartography Editor

Term of internship: 3–4 months

Minimum number of hours/week: 15–20

Job summary:

The Cartography Intern provides map production support to the cartography department. The intern works closely with the cartography manager, editors, and cartographers to prepare maps for layout. While performing a select number of regular administrative tasks outlined below, the intern may also be asked to learn and perform a variety of functions related to map preparation and editing, i.e., generating map lists, checking and plotting sites on maps, editing maps for accuracy, building street indexes, etc.

Specific Duties:

- Work closely with map editors to determine best base material and provide input during framing process.
- Scan hardcopy or source map data.
- Draw maps based on series specific templates.
- Work with map editors to review and correct edited maps.
- Export finished maps for book layout.
- Work with map editor and manager to review page proofs and blue lines for final book production.

- Maintain and organize departmental map files, electronic map catalog, and production calendar.
- Attend weekly Cartography and Production meetings.

Application Schedule:

Winter/Spring: Applications accepted November 15–January 15.

Summer: Applications accepted April 15–June 1.

Fall: Applications accepted June 15–September 1.

How Do I Apply?

If you'd like to apply for the available internship, please follow the instructions below:

- Send a RESUME and COVER LETTER, both as MICROSOFT WORD or PDF attachments, to internships@avalonpub.com. DO NOT send any other material or in any other form. Other materials will be discarded and other forms will not be opened.
- 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. Email with questions at internships@avalonpub.com. This is an UNPAID internship.

To learn more about Avalon Travel, please visit www.avalontravelbooks.com.