

Publishing Interns

Applications are now open for following positions:

Scribe Publications, Melbourne - Editorial intern

Application Deadline Date: **Friday 27th March**

Interviews: Early May

Estimated Position Start Date: Mid May

Applications and position enquiries: Nicola Redhouse at Scribe
nicolaredhouse@scribepub.com.au

Scribe Publications, Melbourne - Editorial intern

Scribe Publications, a Melbourne-based independent Australian book-publishing company, is seeking an enthusiastic and skilled editorial intern to work closely with its editorial staff. Applicants must have the ability to maintain exceptional editorial standards while working within tight deadlines, and be proficient with Mac programs. The ideal candidate should be able to demonstrate a good understanding of the general trade-publishing environment, genuine interpersonal skills, and enjoy working in a small, dedicated team.

Position description

The intern will report to and receive direct editorial training and supervision from the publisher, and may also be supervised by other members of the editorial team.

Responsibilities will include:

- Reading and assessing proposals and manuscripts, and making written recommendations to the publisher
- Undertaking administrative tasks in relation to manuscript submissions
- Assisting the editorial team with editing manuscripts at every level, ranging from structural to copy editing as required
- Assisting the editorial team to communicate with authors through the editorial process
- Drafting jacket copy and sales material as required
- Proofreading at various stages of the editorial process
- Contributing to publicity and sales and marketing material as required

The successful intern will have the same terms and conditions as other members of staff and will be employed at an appropriate entry-level salary. The six-month term of the placement may be spread over a longer period on a pro-rata basis, as negotiated between the publisher and the intern.

At the end of the placement, the intern should be able to meet the following list of objectives:

- To become familiar with the work-flow processes of an independent publishing house
- To develop confidence in making recommendations to the publisher about manuscript submissions with regard to Scribe's publishing list
- To become fluent in Scribe house style, and apply it in the editing and proofreading of both fiction and non-fiction
- To review Scribe house style and advise on its consistency with current editorial practice
- To strengthen their writing and editing skills for specific purposes such as blurb writing and sales material

- To develop their interpersonal skills, both in working with in-house staff and through the author/editor relationship
- To gain a greater understanding of the current issues and conditions affecting an independent trade publisher

Applications should include a cover letter and a CV.

Please send all enquiries and applications by email to Nicola Redhouse at Scribe Publications **by Friday 27th March** nicolaredhouse@scribepub.com.au