Internship Opportunities

Below is a list of internship opportunities at various literary companies and organizations. You can find more internship positions on bookjobs.com or ed2010.com. Please read over the William Paterson Internship Requirements before beginning your internship search. A few of these sites do not advertise a specific internship program; if you are interested in the company, contact the appropriate person and ask about internship possibilities. You should have a resume and cover letter ready to send to the company to which you are applying.

Please contact Martha Witt at wittm@wpunj.edu if you have any questions concerning internships.

CURRENT OPPORTUNITIES

Development Internship (Added 11/6/12)

Daily and weekly projects will consist of:

Administrative Tasks:
- Cleaning up the Development Raiser’s Edge database and mailing lists to ensure consistency amongst donors
- Preparing letters for gift recognition
- Photocopying of essential event or non-event documents

Event Tasks:
- Writing Press Releases for upcoming events then blasting local media outlets
- Researching potential donors

Publicity Tasks:
- Updating Facebook statuses with photos and current events
- Researching and adding new media contacts to media outlets list

Miscellaneous Tasks:
- Submitting/Researching a grant under the guidance of the Director of Development

Over the course of the internship:
The Development intern, by the end of the 14-week internship program, would have assisted in the effort of putting together The Golf Outing and Spectrum Gala. He or she would also have completed the submission of a grant. Finally, he or she will have gained invaluable experience understanding what it takes to work in fundraising for a non-profit through comprehensive on-site learning.

Pink Tree Magazine Internship (Added 11/6/12)
Pink Tree Magazine has three internship positions: an editorial intern, a writing intern, and a social media and marketing coordinator. Writing interns are responsible for weekly articles, which may require interviewing and additional research. They are looking specifically for articles on natural beauty, holistic health, careers, fashion & style, entertainment, and careers and relationships.

The social media and marketing coordinator internship positions requires 10-11 hours per week managing various social media tasks, as well as composing a weekly newsletter. A good candidate for this position is someone who is experienced both in writing and in social media.

More information can be found at: http://www.naturallypinktreemag.com/sample-page/editors-note/join-the-team/

Little Falls Writer/Journalist (Added 1/24/12)

Little Falls based education publisher is looking for a part time entry level journalist / writer to assist with content and media creation for a series of targeted publications related to health, nutrition, family related issues in K-12 education as well as content and media creation for issues related to student life in higher education.

Candidates must be able to write, edit and provide clear, effective, accurate and concise copy. Background or experience in education or college student issues helpful but not required.

Compensation is hourly and based on previous experience. This position is part-time approximately 15-20 hours per week (can be flexible). All work is to be done on site in our casual office in Little Falls, NJ. If interested, please email doris@paper-clip.com

St. Joseph's Foundation Intern - PR, Marketing, Grant Writing (Added 1/13/12)

Description:

The St. Joseph's Wayne Hospital Foundation exists to raise funds, to invest, and to distribute those funds for the hospital's programs and services.

Seeking a current student to assist with all foundation activities including:

- Public Relations
- Sales and Marketing
- Grant writing for several large grants and several smaller
- Assist with all event preparation for the annual Golf Outing and Capital Campaign
- Assist with fundraising efforts; must have great communication skills
- Responsible for putting together the Foundation newsletter

Ideal candidate will be a communication or English major, but the internship is open to all majors. Position is unpaid.

Contact:

Susan Spatt (sspatt@sjwh.org)
Mobile Libris (Added 1/13/12)

Mobile Libris is New York City’s premier independent bookseller for author events. For six years we’ve been handling book sales throughout the five boroughs at events of all shapes and sizes—book launch parties in private homes, reading series in local bars, book fairs, trade shows, lectures and beyond. If it’s an author event and it’s not in a bookstore, chances are Mobile Libris is the bookseller.

The internship offers a unique opportunity to attend an array of book-related events (parties, lectures, readings, etc.) in New York City. It’s also a great way to learn about the behind-the-scenes life of a book.

Our interns have primarily two responsibilities:
1) to work as a bookseller at two events per week (usually in the evenings), and
2) to spend between two and four hours each week in our office. Most of the office time is spent processing returns (that is, sending unsold books back to the proper distributor), which is an excellent way to learn all about the distribution side of publishing.

Requirements: A love of books, pride in your work, a talent for customer service, a sociable demeanor and the ability to work independently. Sales experience is a bonus but not a requirement.

Compensation: College credit + a small travel stipend to cover transportation costs.

How to apply: Email your resume and a cover letter to Calvin Snyder (calvin@mobilelibris.com)

ADDITIONAL OPPORTUNITIES

BOOK PUBLISHERS

Please note that Pearson Publishing is very welcoming to WPU students. If you are interested in an internship with Pearson (they offer paid internships as well!) please visit the following site: http://summerinternships.pearson.com/summer.htm

♦ Columbia University Press
♦ Grove/Atlantic, Inc.
♦ Harper Collins
♦ Hatchette Books USA
♦ Penguin
♦ Random House
♦ Scholastic
♦ Simon & Schuster
♦ W.W. Norton

MAGAZINES & LITERARY JOURNALS

♦ The Atlantic Monthly
♦ Changeup Magazine
- Condé Nast
- Details Magazine
- Little Falls
- McSweeney's
- n+1
- The New York Review of Books
- One Story
- OVERFLOW Magazine
- The Paris Review
- Poets & Writers
- A Public Space
- Teen Vogue
- Tin House

LITERARY AGENCIES
- Anderson Literary Management
- Carol Mann Agency
- Donadio & Olson Literary Agency
- Fletcher & Company

VARIOUS INTERNSHIP LISTINGS
- CBS News
- CBS Sports
- Foundry Literary Media
- InkWell Management
- Liza Dawson Associates Literary Agency
- LJK Literary Management
- Mendel Media Group, LLC
- Sarah Lazin Books
- Waxman Literary Agency
- Wendy Sherman Associates, Inc.
- WPU HSS Newsletter
- The Wylie Agency
- Zachary Shuster Harmsworth Literary Agency

OTHER
http://www.pen.org/page.php/prmID/161#
http://www.girlswritenow.org/gwn/?q=node/53
http://www.storycorps.org/about/employment-opportunities/internships#
http://www.communitywordproject.org/artists.htm