



Island Press is a nonprofit organization that communicates ideas essential to solving environmental problems. Our books, products, and program activities help stimulate new ideas, educate professionals and the public, inspire environmental protection, and prepare the next generation of environmental leaders.

We offer various intern positions for individuals with interest in these areas and who are available for a minimum of 10 hours per week in our Washington, DC headquarters. Our internships are unpaid, volunteer positions and may also receive program or course credit if approved by the educational institution.

## INTERNSHIP DESCRIPTIONS

### EDITORIAL

Interns in this department will: improve skills by reviewing and evaluating book proposals and manuscripts; become familiar with the book publishing process through participation in editorial planning, cover design, and 'decision to publish' meetings; learn the process of assembling and preparing elements of a book for production through art research, manuscript formatting, or proofreading; and become proficient in various editorial tasks including contract processing and obtaining permissions. Interns will build on their interest in pursuing a career in editing or publishing, or in environmental topics.

### PRODUCTION

Interns in this department will: gain in-depth understanding of and experience in the book production process by helping the production team usher books through to the final product; learn and improve skills related to the production of books actively shadowing the supervisor and gaining hands-on experience in preparing, coding, and trafficking manuscripts; learn professional proofreading and typesetting markup through hands-on experience in light proofreading and review of text corrections; and learn and become more familiar with the workings of a publishing house by attending various staff meetings. Additionally, the intern will gain a more comprehensive knowledge of the industry-standard Chicago Manual of Style while carrying out the above duties; learn the e-book creation process by shadowing staff who prepare digital e-book PDF files.

## SALES & MARKETING

This internship provides an understanding of how to successfully market and sell a product, as well as insight into the publishing industry. Intern will: learn how to identify new audiences through guided research; learn how to effectively connect with various audiences by drafting targeted communications; gain an understanding of the publishing marketplace by assisting with special sales and promotions; gain experience organizing information by creating and maintaining spreadsheets; and learn how to gather, present, and understand data by working with sales reports.

## WEB & SOCIAL MEDIA

Interns in this department will: hone writing skills by synthesizing complex ideas into digestible, social-media friendly snippets; communicate effectively with different audiences within the environmental community by talking with educators, professionals, and the interested public; gain a deeper appreciation for environmental issues by understanding the current state of knowledge on issues surrounding climate change; and learn how the publishing industry is evolving by researching new technology and how it contributes to publishing information. Interns will develop skills with HTML, WordPress, Drupal, Photoshop, and video/audio editing.

## PUBLICITY

This internship provides experience in publicizing Island Press books and authors, as well as with other projects being developed by the Marketing Department. Intern will: sharpen ability to translate complex information for a general audience by writing a variety of publicity materials and internal documents, including press releases, pitches, and reports of earned media coverage; develop skills and gain experience in interacting with media by researching and pitching contacts; learn a variety of technologies, including Drupal and databases including Meltwater by researching outlets and individuals as well as posting content; and develop an understanding of environmental issues, the publishing industry, and non-profit organizations through meetings, writing, and interactions. The internship also provides an understanding of each stage of a book's life, the book review process, and environmental media.

## DEVELOPMENT

Interns in this department will work closely with the Development team to learn about fundraising and outreach strategies. Intern will: develop an understanding of fundraising by conducting research, creating prospect profiles, and recommending strong prospects to the team; learn how to use website tools and create communications materials while working with staff on external outreach; and learn how to manage strong relationships with philanthropic supporters by tracking donor relations in a

database. This position provides a unique opportunity to learn more about the inner workings of a nonprofit organization and the environment.

## QUALIFICATIONS

To be successful in any of the above intern positions, candidates should have:

- An interest in publishing, the environment, or non-profit organizations.
- Ability to handle multiple projects and perform duties with an attention to detail.
- Strong writing skills.
- Familiarity with various software programs, including word processing, spreadsheets, and databases.

## APPLICATION

To apply, please submit a cover letter detailing how this position aligns with your career goals, what you would like to accomplish in the internship, and mention any experience you may have had relevant to the descriptions above. Also include a résumé of your past work and/or volunteer experiences, highlighting your accomplishments. Send application materials to [resumes@islandpress.org](mailto:resumes@islandpress.org) and note which term you are available (Spring/Summer/Fall). No calls please.

Island Press is an equal employment opportunity employer that is committed to promoting a workplace as diverse as the environment it is committed to protecting. We encourage applications from qualified individuals regardless of race, color, national origin, gender, gender identity or expression, sexual orientation, age, religion, political association, disability, veteran status, or any other status protected by law.