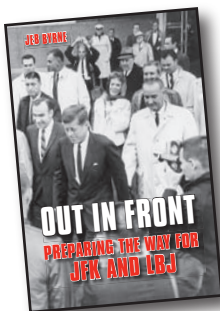


proofreading, checking art, photocopying galleys, entering data into the database, scanning images, and working with electronic publishing programs. Prospective manuscript editorial interns should be attentive to detail, have good organizational skills, and have the ability to work independently.

**Reaching the Right Audience for the Book
*Marketing and Publicity Internship***

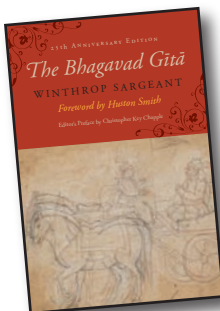
Marketing and publicity interns will assist the department in creating promotional materials by writing press releases, pitch letters, and Web news item postings. Other tasks include helping prepare



e-mailings for review copies of books to journals; supporting the exhibits program by creating order forms and posters and shipping out exhibit materials; disseminating published book reviews; proofreading; and other duties as assigned.

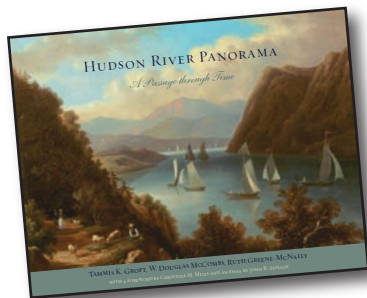
**Selling the Book
*Electronic Publishing and Web Marketing Internship***

Looking for a dynamic individual interested in learning electronic publishing and Web marketing. You'll learn how to effectively assemble and disseminate eBooks through various e-commerce channels and learn the latest software for creating



visually rich, engaging content for virtually any media—print, Web, interactive, video, audio, and mobile applications.

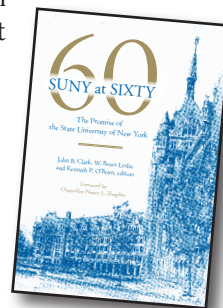
You'll learn to develop promotional content and how to manage and post it to the SUNY Press Web site. Willingness to learn is the key requirement of this position.



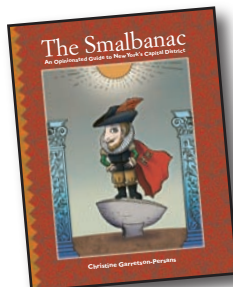
**The Business
of the Book
*Rights and Permissions Internship***

Rights and permissions interns should have a desire to learn about the life of a book beyond

its printing and sales. Tasks will include assisting the Rights and Permissions Manager with all aspects of data management of rights and permissions matters and of book rights sales. Interns will also process permission grants for the use of SUNY Press material. Rights and permissions interns should have strong organizational

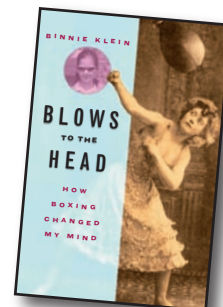


skills, the ability to work independently and multitask, and experience with or aptitude for database management and Web navigation.



**Development and Fundraising
*Internship***

Development interns will work closely with the development staff and will assist with researching funding opportunities for SUNY Press books and series, drafting fundraising materials, maintaining the fundraising database, and coordinating logistics for special events.



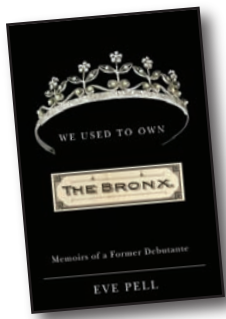
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www.sunypress.edu

Internships

SUNY

PRESS

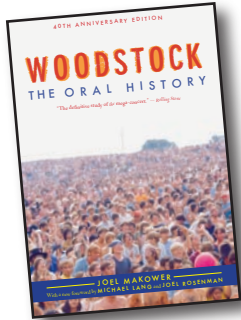




Why Intern at SUNY Press?

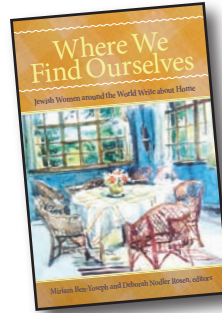
Do you have a passion for books and ideas? Have you ever wondered how editors choose which books to publish? How manuscripts become bound books? How a book ends up on the shelf of a local bookstore or listed on Amazon.com?

If you love books and have a deep curiosity about what it takes to get published, how editors shape their “lists” of books, the book-making process, or the work it takes to get books out in the marketplace, a SUNY Press internship will give you the opportunity to learn what it’s like to work in the publishing industry.



Who We Are and What We Do

As an internationally acclaimed academic press, we publish scholarship in the areas of philosophy, Jewish studies, religion, Asian studies, political science, transpersonal psychology, women’s studies, queer studies, African American studies, Italian American studies, and indigenous studies. Through our Excelsior Editions imprint, we also showcase the diversity and abiding energy of the peoples, histories, and natural beauty of New York and the surrounding regions. We are a friendly staff of 29 hard-working employees, and we’re glad to show you the ropes and answer your questions as you learn about the ins and outs of publishing academic and trade titles.

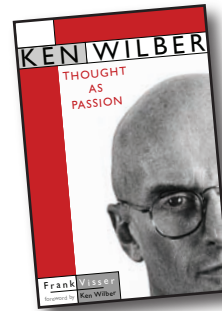


The Intern Experience

Our interns work within one or two departments at the Press, and are responsible for the entry-level tasks that are essential for moving books through the publishing process. Our internships are unpaid, but many of our interns receive college credit for their experiences—we’re glad to work with your college or university to make this possible. Once you’ve finished your internship, you can also let us know which of the books you worked on you’d like to add to your library, and we’ll send you a complimentary paperback copy when it’s released.

How to Get Started

To apply, please take a look at the intern positions described in this brochure, and send a résumé and cover letter to the address below outlining your interest and relevant experience for the internship. Be sure to include in your cover letter several choices of intern positions so that we can best match up intern candidates with departmental needs. If you have any questions, please contact our intern coordinator by e-mail at kate.mcdonnell@sunypress.edu.



Kate R. McDonnell
SUNY Press
194 Washington Avenue, Suite 305
Albany, NY 12210-2384

Intern Positions

Finding the Right Book to Publish

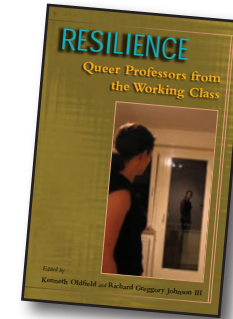
Acquisitions Editorial Internship
Interns for the acquisitions department are responsible for a variety of tasks related to the initial consideration and acceptance of book manuscripts. Typical duties include entering data about potential authors and manuscripts into the database, photocopying manuscripts, preparing correspondence, processing book orders, doing market research, compiling sales data on published books, and

checking manuscripts, disks, image quality, and forms for book projects ready for transmittal to the manuscript editorial department. Interns for the acquisitions department should be organized, detail oriented, and eager to take initiative in learning about the publishing process.



Excelsior Editions Internship

Typical duties include assisting with electronic marketing, researching out-of-print titles and authors’ biographical information on the Internet and in the library, photocopying manuscripts, researching cover art, checking and proofreading introductions and other additional material for reprint editions, and other routine office tasks. Candidates should have strong time management and organizational skills and be eager to learn about all aspects of the publishing



process; familiarity with interactive multimedia and social networking platforms (blogs, wikis, Facebook, etc.) is a plus.

Making the Book

Manuscript Editorial and Design Internship

Interns for the manuscript editorial department will work under the supervision of production editors on assigned projects in the production stage of the publishing process, which is where we turn manuscripts into bound books. Potential tasks include

