

## **Internships at Avalon Travel Publishing in Berkeley, California**

For anyone interested in a publishing career, experience is a must. Avalon Travel Publishing, 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.

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**Position:** Avalon Travel Editorial Intern

**Reports to:** Senior Editor

**Minimum number of hours:** 20 per week

**Job summary:**

The Editorial Intern provides administrative support to the editorial department as a whole. The Intern, while performing a select number of regular administrative tasks outlined below, may also be asked to learn and perform a variety of functions related to book acquisitions and editing, i.e., proofing, electronic file clean up, reviewing bluelines, checking alts, indexing, research, etc.

**Specific duties:**

- Provide administrative support to the editorial department, including faxing, filing, photocopying, and other general office tasks.
- Assist editors by applying for ISSNs and organizing ISSN data.
- Learn BBEdit and convert archived Quark files to text files to send to authors.
- Attend weekly Editorial meetings.
- Participate in a Product Development Group.
- Research sales figures of travel guides and build competition analysis spreadsheets for the acquisitions committee.
- Provide support to editors as needed. For example the intern may be assigned to generate indexes, fact check, review proofs, and input corrections and updates for travel and women's literature titles.
- Complete research on topics of interest to the editorial department (style updates, competing titles and sales data, as well as destinations being considered by the acquisitions committee).

- Assist Acquisitions Editor with organization and purge of editorial library.
- Manage the reader feedback and acquisitions email accounts. This task includes responding to all queries.
- Manage the organization of reader mail and monthly mailings to all authors.
- Organize a team building editorial outing/event for the entire department.

**Suggested Reading:** *The Copyeditor's Handbook* by Amy Einsohn  
*Words into Type*, third edition  
*The Chicago Manual of Style*, 15<sup>th</sup> edition

### **Application Schedule:**

Winter/Spring: Applications accepted starting November 15 thru January 15

Summer: Applications accepted starting April 15 thru June 1

Fall: Applications accepted starting June 15 thru September 1

### **What's the Compensation?**

\$8.00/hr

### **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**.

To learn more about Avalon Travel, please visit:

[www.travelmatters.com](http://www.travelmatters.com)