



Internship Opportunity

Job Title: Editorial Intern

Job Location: NYC/Minneapolis, MN/Beverly, MA

Summary: We love making great books and more than 400 people across the world help Quarto succeed in doing this. We have more than 20 offices in five countries and publish our books in many more. The Quarto brand is built upon our people and their creative talents. It is our people who give Quarto its heart and who shape our culture and create our many wonderful books.

Quarto Publishing Group USA, formed in 2004, creates and publishes illustrated books in North America and sells co-editions of them internationally. Seventeen imprints comprise the division: Book Sales, Cool Springs Press, Creative Publishing International, Fair Winds Press, Harvard Common Press, MoonDance Press, Motorbooks, QDS, Quarry Books, Race Point Publishing, Rock Point Gift & Stationery, Rockport Publishers, Seagrass Press, Voyageur Press, Walter Foster Publishing, Walter Foster Jr., and Wellfleet Press. Subject categories include home improvement, gardening, practical arts and crafts, licensed children's books, transportation, graphic arts, food and drink, sports, military history, Americana, health and body, lifestyle, pets, and music. Our four main offices are in Beverly, MA (north of Boston); Lake Forest, CA (outside LA); Minneapolis, MN; and New York City, NY. See more at:

<http://www.quartoknows.com/division/Quarto-Publishing-Group-USA/>

Our internship programs are designed to provide students with an opportunity to integrate real-world experience at an established publisher with their chosen academic program. Currently we are seeking an Editorial Intern in our **New York City, NY, Minneapolis, MN, and Beverly, MA** offices who would engage in any number of the following activities:

Acquiring and honing copyediting and proofreading skills by:

- Reviewing manuscripts and page proofs for grammar, style, and organization
- Assisting editors with research on potential book-project proposals
- Communicating with authors and designers
- Trafficking manuscripts
- Applying for Library of Congress data
- Maintaining departmental databases
- Strong attention to detail is required for this internship

Interns must be in their Junior or Senior year of school, should have a relevant major and an understanding of the tools necessary to perform the above functions (such as Microsoft Office, social media platforms/trends.) The intern must be able to be in the office at least 2-3 days per week. The hours can vary and can be adapted to the requirements of your school's internship program. Each intern will be partnered with an on-site mentor.

This posting is for a for-credit internship and is therefore unpaid. If you are not sure whether your school offers for-credit opportunities, please feel free to forward contact information to us and we will be glad to try to work with your career office. Please send your resume to careers@quartous.com for consideration.

QuartoUS is an equal opportunity employer; M/F/D/V are encouraged to apply.