



SEAL PRESS
www.sealpress.com

A Member of the
Perseus Books Group

Internships at Seal Press in Berkeley, California

For anyone interested in a publishing career, experience is a must. Seal Press, 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.

Seal Press specializes in books by women writers, and has published groundbreaking books including *Cunt*, *Full Frontal Feminism*, *Hijas Americanas*, and *Egalia's Daughters*.

Position: Seal Press Editorial Intern

Reports to: Publisher and Senior Editor

Minimum number of hours/week: 20

Job Summary:

The Seal Editorial Intern provides administrative support to the Seal staff. While performing a select number of regular administrative tasks outlined below, she may also be asked to learn and perform a variety of functions related to book acquisitions and editing, i.e., proofing, checking alts, research, etc.

Specific Duties:

- Provide administrative support Seal, including filing, faxing, photocopying, data entry, and other general office tasks.
- Manage the flow and recordkeeping for unsolicited submissions to Seal Press. This entails reviewing manuscripts, logging submissions decisions, and sending correspondence.
- Complete research on topics of interest to Seal (new acquisitions topics, competing titles, sales data, potential authors).
- Manage reader mail and monthly mailings to Seal authors.
- Attend Seal Editorial meetings (as schedule allows).
- Provide editorial support as needed.

Application Schedule:

Winter/Spring: Applications accepted in January.

Summer: Applications accepted in April.

Fall: Applications accepted in July.

1700 Fourth Street
Berkeley, CA 94710
tel 510.595.3664
fax 510.595.4228

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, as either a MICROSOFT WORD or PDF attachment, to **brooke.warner@perseusbooks.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. Feel free to email with questions at brooke.warner@perseusbooks.com.

To learn more about Seal Press, please visit us at www.sealpress.com.