



SHORT JOB DESCRIPTION FOR PUBLISHING INTERNS & VOLUNTEERS

Depending on the individual's interests and expertise, the intern or volunteer may assist in the following areas toward Loconeal Publishing events and the publication of literary material in print and electronic format. Internet and social media are skills that are important for this position. Much of the work is done online with ongoing virtual and periodic face-to-face contact. An intern's location is not a factor in the decision process for acceptance. However, good written and verbal interpersonal communication skills are necessary.

Loconeal offers the opportunity to gain genuine hands-on experience in working in the business of publishing. The intern or volunteer has the opportunity to learn many facets of publishing and the process from manuscript submission to publication, marketing, and distribution. The software technology we use consists of but is not limited to, MS Office Suite, MS Publisher, Adobe, and Photoshop.

WRITING: Generally short notices, biographical notes, promotional copy, and in some cases articles.

PROOFREADING: Reading submissions, editorial and promotional copy with the assistance of the editorial staff.

RESEARCH: Biographical information on authors and bylines, books, marketing & media research, bookstore & distribution outlets, and publishing information in print and electronic format.

COPYEDITING: Only if an intern or volunteer shows exceptional talent and ability to work with grammar, usage and mechanics, will they do actual copyediting. However, the opportunity exists to learn copyediting and become familiar with editing techniques.

PRODUCTION: Depending on the interests of the intern or volunteer, she or he may assist in publication layout design and artwork. In general, we try to give the intern or volunteer as broad a work experience as they are interested in receiving. We like Interns to assist in all areas of the production of our books including some tasks that may seem mundane, depending on the individual student's interests and abilities.

If you have any questions, please do not hesitate to contact:

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**If you are interested in interning for school credit, check with your education institution for the proper procedure to ensure credit for hours worked. Loconeal Publishing will be happy to work with your school to help you obtain this credit.