



C O U N T E R P O I N T



**SOFT SKULL
PRESS**

SEEKING TWO REMOTE PUBLISHING INTERNS FOR SPRING 2021

Catapult/Counterpoint/Soft Skull is seeking interns to provide support to our team. We're looking for two full time interns to work 40 hours a week from January 2021 until June 2021 (a six month internship). The internship is paid (\$15/hr). This is a remote position and can be based anywhere in the US. Interns will primarily assist our publicity and marketing departments, but will have opportunities to work with other departments, such as editorial and production, on an as-needed basis.

Our interns work closely with a variety of talented, motivated, and creative people to gain hands-on experience at one of the largest independent publishers today. Duties will vary widely day-to-day, but we rely on our interns for time-sensitive, essential work. We proudly strive to help all of our exemplary interns with their job searches upon completing an internship with us. Former interns have gone onto staff positions within Counterpoint/Catapult/Soft Skull or within the publishing world.

Typical duties will include researching and gathering media lists, social media research, drafting pitches, composing press releases and other promotional materials, copy editing, and various administrative tasks across the company. These interns will also occasionally take on tasks assisting our editorial, classes, production, and publishing departments.

The ideal candidates will be exceptionally detail-oriented, organized, open to constructive feedback, efficient, clear communicators, interested in learning the business of publishing, self-managed, able to work well in a fast-paced environment, passionate about the literary world, knowledgeable about media outlets (diverse and niche interest knowledge is a plus), and comfortable learning new software and systems. Cision and/or Meltwater experience is a major plus.

People of color, LGBTQIA+ people, and people with disabilities are especially encouraged to apply. We will consider applicants of any academic background, and a college degree is not required.

Please send a cover letter and resume to Sarah Jean Grimm and Lena Moses-Schmitt at catapultnyintern@gmail.com by Friday, November 13th. Be sure to include "Spring 2021 internship" in your subject line.

In your cover letter, please tell us what draws you to an internship in publishing, and why you want to intern with Catapult/Counterpoint/Soft Skull Press specifically. Familiarity with our books is a plus. Please also use your cover letter to show us how your background, skills, and past experiences (especially if outside the literary world) can be applied to and strengthened by an internship with us.

ABOUT

Our staff is friendly, fun, hardworking, and heavily reliant upon our interns to keep our momentum. We hire people who are thorough, diligent, flexible, and conscientious, and who enjoy a friendly and fast-paced working environment wherein staff rely on their acute attention to detail. Our interns have the ability and eagerness to pitch in on anything—from galley preparation and manuscript proofreading to website updates and author event planning. If you're smart, computer savvy, an enthusiastic self-starter, and you love books, then we encourage you to apply.