

INTERVARSITY PRESS

INTERNSHIP INFORMATION

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OUR COMMITMENT TO INTERNSHIPS

We do not always have formally posted internship opportunities, but often our editorial, marketing and production departments are on the lookout for interns willing to work variable hours—whatever fits into their summer plans or spring and fall course schedules. We have limited budget resources available, but we can sometimes help with travel expenses and housing for interns.

We strive to provide interns with significant workplace experience that will result in letters of recommendation from a supervisor, portfolios of sample work, and broad knowledge of the book publishing industry combined with deepened knowledge of specific disciplines like copy-editing and proofreading, publicity and marketing, promotional writing, author relations and more.

InterVarsity Press is an equal-opportunity employer and does not discriminate on the basis of any protected classification (race, gender, national origin, citizenship, age, marital status, disability). InterVarsity Press seeks to enlarge its cultural identity for the sake of unity in the body of Christ and effective witness to the world.

OUR EXPECTATIONS OF INTERNS

1. Affirmation of Our Faith Commitments

Our staff, authors and interns must affirm our broadly evangelical faith commitments.

2. Strong Work Ethic

We are committed to giving interns exposure to the field of book publishing, but we are a business with tasks to accomplish and goals to meet. We require that our interns be willing to assist their department as needed in office-appropriate tasks. We will provide adequate training and support for each task we assign to our interns.

3. Ethical and Moral Responsibility

The behavior of our interns reflects on IVP as a company. Therefore, we expect interns to work in an ethical manner and to act in a manner appropriate to our faith commitments.

4. 400 Hours of Logged Time

We will work with interns to accommodate this expectation to their class schedules or outside time commitments, but a successful internship requires some degree of regularity and predictability in work schedule.

5. Office-Appropriate Appearance

IVP operates in a casual office environment with modest expectations of dress, appearance and office décor. Intern supervisors can elaborate on the expectations within departments regarding appropriate office attire.

6. Housing and Transportation

Interns assume ultimate responsibility for their transportation to and from the IVP office, and for their housing over the course of the internship. IVP will help interns where possible, but ultimately interns are responsible for making arrangements for housing and transportation.

EDITORIAL INTERNSHIPS

Description

IVP's editorial internship provides experience in a wide range of tasks, from the purely administrative (such as opening and routing mail, filing, formatting documents and entering data) to the particularly editorial (proofreading, registering copyrights and evaluating manuscripts for possible publication). Interns are also invited to sit in on editorial, design or product evaluation meetings and to participate in IVP's office meetings and social gatherings.

Qualifications

Applicants may be undergraduate or graduate students with a strong interest in editorial work. Applicants should have a solid knowledge of English grammar and spelling and good writing skills, as well as basic familiarity with Scripture. They must be willing to sign InterVarsity Christian Fellowship's statement of faith commitments (see above). IVP will give preference to students with an InterVarsity affiliation, but all are welcome to apply.

Requirements & Compensation

Interns must be able to commit themselves to a minimum of four hundred hours over a ten- to twelve-week period in our office in Westmont, Illinois. The internship is not a paid position, and interns are responsible for their own housing and transportation.

OBSERVATIONS ABOUT EDITORIAL INTERNSHIPS

1. Writing and editing are different. None of us here does much original writing. Editing—making other people’s writing stronger—is a different but equally important task. If your main goal is to become a better writer, this may not be the right internship.
2. You may get some editing and proofreading practice here, but be aware that we will assign you some less exciting tasks as well (sorting mail, filing, photocopying). There’s some drudgery in every job. On the plus side, you will get some understanding of the whole publishing process and how the editorial steps fit in.
3. If you do not live locally, you will need a place to live, and because we’re in the suburbs, a car will be necessary. Do you have leads on a living situation here? Would you be able to bring a car?
4. We generally cannot offer payment and assume that you will cover your own expenses. The usual timing for the four hundred required hours is to work forty hours each week for ten weeks. We’re also open to other configurations.
5. We use Windows-based computers and edit in Microsoft Word for Windows. Please indicate how familiar you are with Word and what other computer skills you have.

SALES/MARKETING, PUBLICITY & CREATIVE SERVICES INTERNSHIPS

Description

IVP's sales/marketing, publicity and creative services internships provide experience in a wide range of tasks related to the "other sides" of book publishing—advertising and promotions, publicity, author relations, sales support, creative services, website development, manufacturing and distribution. Interns will be assigned both general administrative tasks (such as data entry, photocopying and filing) and specialized project tasks (such as planning and writing sales flyers, coordinating and manufacturing small promotional mailings, and organizing, coding and trouble-shooting website pages). Interns are also invited to sit in on departmental meetings, work team meetings (such as project evaluations and marketing strategy or event planning sessions) and general office meetings—and to participate in IVP's social gatherings.

Qualifications

Applicants may be undergraduate or graduate students with a strong interest in publishing, communications, publicity or project planning. Applicants should have a strong knowledge of English grammar and spelling and good writing skills, as well as basic familiarity with Scripture. They must be willing to sign InterVarsity Christian Fellowship's statement of faith commitments (see above). IVP will give preference to students with an InterVarsity affiliation, but all are welcome to apply.

Requirements & Compensation

Interns must be able to commit themselves to a minimum of 240 hours over a six- to twelve-week period in our office in Westmont, Illinois. The internship is not a paid position, and interns are responsible for their own housing and transportation.

OBSERVATIONS ABOUT SALES/MARKETING, PUBLICITY & CREATIVE SERVICES INTERNSHIPS

1. Unlike editorial internships, internships in this area are likely to involve writing!
2. We strive to make the internship experience a valuable one, but be prepared for some drudgery as well. Alongside “creative” projects, interns will also be expected to keep up with routine data entry, photocopying and filing tasks. If you find you enjoy these less glamorous parts of the job, you may have found a good career fit!
3. If you do not live locally, you will need a place to live, and because we’re in the suburbs, a car will be necessary. Do you have leads on a living situation here? Would you be able to bring a car?
4. We generally cannot offer payment and assume that you will cover your own expenses. The usual timing for the 240 required hours is to work forty hours each week for six weeks. We’re also open to other configurations.
5. The sales/marketing and publicity groups use Windows-based computers, but the creative services group uses Macintoshes and our website development work is done in a Linux/Unix environment. Interns are expected to have familiarity with at least one of these operating systems—along with the flexibility and facility to learn “on the job.” Please describe in your application how familiar you are with e-mail, web browsers, HTML, desktop layout programs, Microsoft Word and BBEdit or other word processors, spreadsheets and databases.
6. Internships in this area are fast-paced and deadline-oriented. Interns will work with several other employees, will juggle multiple tasks, and should take initiative for their own learning experience. Internships can be structured to best meet your individual interests—planning and organizing, publicity and author relations, sales support, promotional writing. Please let us know if you prefer to focus in one area or another.

GRAPHIC DESIGN & CREATIVE SERVICES INTERNSHIPS

Description

IVP's graphic design and creative services internships provide experience with a wide range of tasks related to the "creative" side of book publishing—advertising and promotions, creative services, book cover design, and interior book design.

We make every attempt to provide a well-rounded experience. Interns will be assigned both general maintenance tasks and specialized project tasks, including design and copy corrections, image editing, and preparation of files for vendors. Interns are invited to sit in on departmental meetings, work team meetings (such as project evaluations, cover approvals, and event planning sessions), and general office meetings. Interns are also invited to participate in IVP's social gatherings.

Qualifications

Applicants may be undergraduate or graduate students with a strong interest in publishing and graphic arts. Applicants should have a strong knowledge of QuarkXPress, PhotoShop, Adobe Acrobat and the Mac OS. Familiarity with Adobe InDesign is a plus. Additionally, interns must be willing to sign InterVarsity Christian Fellowship's Statement of Faith Commitments (see above). IVP will give preference to students with an InterVarsity affiliation, but all are welcome to apply.

Requirements & Compensation

Interns must be able to commit themselves to a minimum of 240 hours over a 6-12 week period of time in our office in Westmont, Illinois. The internship is not a paid position and interns are responsible for their own housing and transportation.

OBSERVATIONS ABOUT GRAPHIC DESIGN & CREATIVE SERVICES INTERNSHIPS

1. We strive to make the internship experience a valuable one, but be prepared for some drudgery as well. Alongside “creative” projects such as planning, laying out a flyer, etc., interns will be expected to keep up with routine administrative tasks within the design and creative services groups. If you find you enjoy even the less glamorous parts of the job, you may have found a good career “fit” for you!
2. If you do not live locally, you will need a place to live. Because we’re in the suburbs, a car will be necessary. Do you have leads on a living situation here? Would you be able to bring a car?
3. We generally do not offer payment and assume that you will cover your own expenses. The usual timing for the 240 required hours is to work 40 hours each week for six weeks. We are also open to other configurations.
4. The design and creative services groups use Macintosh computers and our website development work is done in a Linux/Unix environment. You should possess the flexibility and facility to “learn on the job.”
5. Internships are typically fast-paced and deadline oriented. Interns will work with a wide range of employees from various departments and will be asked to juggle multiple tasks and take initiative for their own learning experience.

HOW TO APPLY FOR AN INTERNSHIP

To apply, go to www.ivpress.com/jobs and follow the instructions.