

Children's Book Publishing Product Internship

May / June – August 2017

Barefoot Books, Inc. | Cambridge, MA

Are you passionate about children's books? Then come intern with us! Barefoot Books' Product Team is looking for an enthusiastic, hard-working, detail-oriented individual with excellent editing and writing skills and an interest in every aspect of the children's book business. Reporting to the Product Marketing Specialist and collaborating with the product, marketing and editorial teams, the Product Intern will get a rare first-hand look inside children's book publishing from a wide range of perspectives, giving you valuable insight into where you might fit in the publishing world!

The Product Intern will gain marketable experience across a wide range of tasks:

- Assist with copyediting and proofreading of product marketing and publicity copy, as needed
- Assist with updates to the Barefoot Books website, as needed
- Complete regular checks of product pages to ensure accuracy
- Complete product data entry
- Assist with website traffic tracking, as needed
- Assist with key publicity functions, such as mailing sample copies to reviewers and awards committees and updating the review database
- Collaborate on the creation of activities, videos, and discussion guides to support our product offer
- Assist with various product-related projects as needed

We're looking for someone with:

- Strong writing, editing and proofreading skills for both print and online media
- An ability to self-start and thrive in a fast-paced, entrepreneurial environment a must
- A flexible work style with strong time-management and collaboration skills
- An understanding of children's literacy development and/or experience working with young children a plus
- Basic Excel, HTML and content management system knowledge a plus
- An interest in publicity, children's book awards, ecommerce, buyer behavior and trends in children's literature desirable
- A positive attitude and an infectious excitement for children's books!



This is an unpaid, part-time position from mid-May or June through the middle or end of August; availability 2 days a week preferred. We can offer college credit as well as recommendations.

To apply, please email your resume and a letter of interest **by May 15, 2017**, to:

Elaine Phillips

Product Marketing Specialist

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