

Summer and Fall 2019 Internal English Internships

Due date for internship applications: Thursday, February 28.

Qualifications:

- 3.0 overall GPA
- ENG-L 260 completed by end of spring 2019
- 12 credit hours of ENG courses completed by end of spring 2019

Plan to apply to several- some positions receive many applicants while others only receive one or two. Keep your options open.

Polish up that resume now! The English Career Coach is Angela Lexmond, but you can see any of the Coaches: <https://careers.college.indiana.edu/career-advisors/#angela-lexmond>

**All applications must be sent to Jody Hays at
ugeng@indiana.edu**

Do not send your application directly to the provider.
Administrative Internship
IUB Arts and Humanities Council
Student Liaison/Assistant to the Associate Vice Provost for Arts and Humanities
Summer & Fall 2019

Undergraduate English majors are eligible to serve as assistant to the Associate Vice Provost for Arts and Humanities Ed Comentale. The assistant will work closely with Professor Comentale to support the First Thursdays Festival and other campus arts and humanities programming.

Internship responsibilities include event planning and publicity, the creation of website content, management of social media, and student networking. Professor Comentale is seeking a mature, professionally-minded intern with leadership skills and a love of the arts and humanities, one who is outgoing and comfortable working with both faculty and students.

The intern is expected to work a total of approximately 120 hours—that equals eight hours per week—term—and eligible for up to three hours of course credit in English X473. The intern is eligible to apply for a modest grant from the.

To be eligible for this internship, you must have a major GPA of 3.0 or better, and must have 12 credits in English at the 200-level or above, including L202/L260. If you wish to apply, send a letter of application, a resume, and two short writing samples to IU English Internship Program, Department of English, c/o Jody Hays (ugeng@indiana.edu), by the deadline specified below. In the letter you should mention any previous administrative experience, your coursework in English, your reasons for being interested in the internship, and any experience with public events.

Administrative Internship
College of Arts and Humanities Institute
Summer & Fall 2019

Undergraduate English majors are eligible to serve as interns for the College Arts & Humanities Institute (CAHI). The Institute provides research funding for faculty and graduate students, and organizes several events throughout the year, including reading groups, symposia, and guest lectures by prominent writers and artists (recent and upcoming speakers include Margaret Atwood, Ta-Nehisi Coates, Dave Eggers, Chris Ware, and Juan Felipe Herrera).

Summer & Fall 2019 intern(s) will assist with event planning and logistics; arranging guest travel and lodging; publicizing CAHI-sponsored/related events via web and social media; developing, compiling, and proofreading content for CAHI's website and promotional materials, including CAHI's annual report on the year ahead; design of promotional materials (annual report, posters, etc.); and setup for events hosted at CAHI's building at 1211 E. Atwater Avenue.

In addition to CAHI, this position also provides assistance to the Renaissance Studies Program and the Center for Theoretical Inquiry in the Humanities.

Ideal candidates should show a willingness to delve into multiple projects with an eye toward detail, and be comfortable with dealing with the public (whether over the phone or in person). We are looking for someone who can develop, maintain, and grow our online presence with a unique, consistent, and engaging voice. Experience with Twitter, Facebook, Tumblr, and Wordpress desired; experience with design software a plus.

An intern is expected to work a total of approximately 120 hours – that equals eight hours per week per term – and is eligible for up to three hours of course credit in English X473.

To be eligible for this internship, you must have a College and major GPA of 3.0 or better and must have 12 credits in English at the 200-level or above, including L202 or L260. If you are interested, email a letter of application to IU English Internship Program, Department of English, c/o Jody Hays (ugeng@indiana.edu), by the deadline specified below. In the letter you should mention any relevant experience, your coursework in English, and your reasons for being interested in the internship. Please also list your class standing, campus address, telephone number, student ID number, and the names of one or two professors as references. The final selection of interns will be made by the CAHI Director.

Indiana Review
Summer & Fall 2019

The pillar positions are Prize Intern, Contracts & Subscriptions Intern, and Web & Publicity Intern--you'll understand why when you visit our [info page](#)--but the Submissions position is a new and exciting opportunity to read the work contemporary writers are submitting around the world. We'd love to have your help!

Prize (summer)

The Prize intern's priority is processing subscriptions for entrants of the Don Belton Fiction Reading Period and the Half-K Prize. This intern also assists the Editor-in-Chief with day-to-day operations. Tasks include:

- promoting the prizes across social media platforms
- adding and renewing subscriptions in our database
- distributing/filing contracts
- mailing single-order issues
- securing social media exchanges with other literary magazines

Because this position requires so many moving parts, we are looking for someone who can multitask and who is interested in engaging with writers and readers online. Experience with Excel, databases, Illustrator/Canva, social media, and email etiquette desired.

Web & Publicity (fall & spring)

The Web & Publicity intern is responsible for maintaining and growing IR's web presence through social media and advertising. Tasks include:

- securing social media exchanges with other literary magazines
- promoting upcoming submission periods and events
- creating images that are consistent across platforms
- brainstorming ideas for social media contests and other ways to engage followers
- assisting the Web Editor with Blue Room podcast and the blog

We are looking for someone who can develop our online presence with a consistent yet unique voice. This position is less about technical mastery (though we love that!) and more about a willingness to delve into multiple projects, think creatively, and engage with a larger literary audience. Experience with Facebook, Twitter, Instagram, WordPress, Illustrator/Canva, and email etiquette desired.

Contracts & Subscriptions (fall & spring)

The Contracts and Subscriptions intern is responsible for processing documents from our contributors, prize entrants, and readers. Tasks include:

- distributing/filing contracts
- mailing single-order issues
- adding and renewing subscriptions in our database
- processing subscriptions for prize entrants
- helping to coordinate subscription drive efforts

We're looking for someone who has initiative and who pays close attention to detail. This intern gathers and maintains information essential to the magazine's records. Experience with Excel, databases, and email etiquette desired.

Submissions (available year-round)

Submissions interns are responsible for helping IR find work that fits our aesthetic. Tasks include:

- reading assigned fiction and poetry
- learning Genre Editors' literary tastes and preferences
- sorting up to 15 submissions/week in our submission manager based on quality
- sending a weekly report to Genre Editors for review

This is a new position that is designed to be completely remote, but if you prefer to read in-office with us, we welcome that too! We're looking for someone who can work with little over-the-shoulder guidance, and this person preferably is interested in both prose and poetry. Any experience in writing workshops and/or literary magazines is a plus.

Questions? Email Editor-in-Chief Essence London at inreview@indiana.edu or visit us in-person, Ballantine 529.

To be eligible for this internship, you must have a College and major GPA of 3.0 or better and must have 12 credits in English at the 200-level or above, including L202 or L260. If you are interested, email a letter of application and CV to IU English Internship Program, Department of English, c/o Jody Hays (ugeng@indiana.edu), by the deadline specified below. In the letter you should mention any relevant experience and coursework, your reasons for being interested in the internship, and which internship period (summer or fall) you are applying for. Please also list your class standing, campus address, telephone number, student ID number, and the names of one or two professors as references. The final selection of interns will be made by the Editor of *Indiana Review*.

Indiana University Press

Summer & Fall 2019

Indiana University Press (IUP) is an international scholarly book and journals publisher, located in Bloomington on the IU campus at the Herman B Wells Library 350 (third floor east), 1320 East Tenth Street.

We acquire, contract, and publish more than 120 new scholarly-academic and trade books each year and publish approximately 30 international scholarly journals in the humanities. Twenty percent of our books are from IU faculty; the balance is from scholars at other institutions around the world.

Interns may be eligible for up to three hours of course credit in English X473. Please contact Jody Hays at ugeng@indiana.edu for more information.

Scroll down for information about several distinct internship opportunities.

Sales & Marketing Internship

IUP sales and marketing invites qualified and motivated IU students, graduate and undergraduate, to apply for editorial internships with the Press. Both semester- and year-long internships are available when staffing needs warrant. Internships are awarded on a competitive basis. Applicants are advised to contact IUP as soon as possible to express their interest in applying for internships in coming years or semesters.

Sales and marketing intern duties include sales research, developing and building press kits, implementing promotions to trade and education customers, working with our journals program, and additional office duties and research as needed. Interns will participate in the daily activity of the sales and marketing department, working directly with the department manager and supervisors. The internship will build skills and experience for students interested in professional sales and marketing opportunities, communications and publicity, research, library science, or mainstream publishing.

Interested students should direct inquiries and send a brief résumé and cover letter to Jody Hays at ugeng@indiana.edu.

Editorial Internship — Book Acquisitions Department

The Acquisitions Department invites qualified and motivated IU undergraduates apply for an editorial internship with the Press. For best student outcomes, two-semester internships are preferred.

An editorial internship at IUP is an excellent opportunity for students interested in academia or graduate school in the humanities, or for those interested in exploring professional opportunities in media, research, communications, library science, or book publishing.

An acquisitions intern will participate in the daily activity of the Acquisitions Department, working directly with two or more assistant editors and under the supervision of the editorial director. Duties will include, but are not be limited to, processing contracts, updating project information in Press databases, sending correspondence, assisting with artwork and permissions logs, and preparing manuscripts for publication. For independent research and observing editorial board meetings will be afforded. A letter of recommendation will be granted to those who successfully complete the internship.

Qualifications include exceptional communication skills, knowledge of Microsoft Office programs, a strong interest in book publishing, and general comfort in a professional environment. Additional skills are a plus.

This is an unpaid internship, but students may be eligible for up to three hours of course credit each semester.

Interested students should direct inquiries and send a brief résumé and cover letter to Jody Hays at ugeng@indiana.edu.

Graphic Design/Production Intern

The IUP design and production department invites qualified and motivated IU students, graduate and undergraduate, to apply for internships with the Press. Both semester- and year-long internships are available. Internships are awarded on a competitive basis. Applicants are advised to contact IUP as soon as possible to express interest in applying for internships in coming years or semesters.

The design and production department is responsible for overseeing the design of all books published by the press, including interior, jacket, cover and binding design; and the preparation of book manuscripts for typesetting, manufacturing, and conversion to e-book format.

Duties of a design/production intern will include but are not limited to building interior book design templates, assisting with cover designs and mechanicals, cleanup of art/photo files, evaluating electronic images for print reproduction, and assisting with ad and flyer creation. Interns work under the supervision of a Senior Artist and Book Designer or the Production Coordinator.

Qualifications: Familiarity with Adobe Creative Suite, especially Photoshop and InDesign; ability to use database software; a strong interest in book publishing; and general comfort in a professional environment and with using computers. Additional skills are a plus.

This is an unpaid internship; we seek candidates who are motivated to apply knowledge gained during the internship in a future professional endeavor, and/or who are interested in learning more about the publishing industry.

Interested students should send a brief résumé and cover letter to Jody Hays at ugeng@indiana.edu.

Social Media and Marketing Internship - Indiana University Press Journals

The Marketing Department at Indiana University Press invites qualified and motivated IU students, graduate and undergraduate, to apply for an internship with the Press. An internship at Indiana University Press is an excellent opportunity for students interested in hands-on development and training. Semester- and year-long internships are available. Internships are awarded on a competitive basis, only when submissions and staffing needs warrant. Applicants are advised to contact IUP as soon as possible to express interest in applying for internships in coming years or semesters.

The intern will work directly with the Journals Marketing Manager in the daily activity of marketing IUP's growing line of scholarly journals. Gain experience in campaign planning and workflows in the marketing of more than three dozen academic, peer-reviewed scholarly journals across a variety of humanities and social science disciplines. The internship will build skills and experience for students interested in professional marketing opportunities, communications and publicity, research, library science, or mainstream publishing. Duties include research, developing and building press kits, implementing promotions for our journals program, and additional office duties and research as needed. This is an unpaid internship for approximately 10-15 hours per week; we seek candidates who are motivated to apply knowledge gained during the internship in a future professional endeavor.

Responsibilities include:

- Developing branding collateral for each of our journals
- Creating content for our social media channels
- Monitoring relevant social discussions about our journals, editors, and industry
- Reviewing our journals for interesting content for promotion
- Writing blog posts about our journals
- Research and data entry

Requirements:

- Excellent written and verbal communication skills
- Familiarity with social media platforms and tools
- Experience creating communication graphics (or an eagerness to learn)
- Ability to work independently
- Working knowledge of Microsoft Office and Adobe Creative Suite

Interested students should direct inquiries and send a brief résumé and cover letter to Jody Hays at ugeng@indiana.edu.

Indiana University Writers' Conference Summer & Fall 2019

Undergraduate English majors are eligible to serve as for the Indiana University Writers' Conference. Three to five interns will be selected for summer and fall terms. The conference is one of the oldest and most respected of its kind and brings nationally prominent authors to Bloomington for a week each spring to teach courses and workshops to conference enrollees. Throughout the fall semester, interns will the director and assistant directors in, sponsorship, and general conference administration. Past interns have found the tasks assigned pleasurable because of their importance and skill-building nature. Applicants should have some background in creative writing or contemporary literature. Students with web, desktop publishing, database, or other specialized computer skills are particularly encouraged to apply (though such experience is not mandatory). Interns are expected to work eight to ten hours a week until the week of the conference, when they will be required to work up to hours during the conference. The interns will assist in planning the 2019 program. Interns may register for up to three hours of credit in English X473 (S/F grading), and are also eligible to apply for a modest grant from the Hutton Honors College.

To be eligible for this internship, you must have a College and major GPA of 3.0 or better and must have 12 credits in English at the 200-level or above, including L202 or L260. If you are interested in serving, send a letter of application and vita to IU English Internship Program, Department of English, Ballantine Hall 442, c/o Jody Hays at ugeng@indiana.edu, by the deadline specified below. The letter should mention relevant work experience, relevant art administration or computer courses taken, English courses taken, and reasons for interest in the internship. It should also supply class standing, campus address, e-mail address, and telephone number. The final selection of interns will be made by the staff of IUWC. For further information, please contact the conference director, Bob Bledsoe (e-mail robledso@indiana.edu).

Victorian Studies Summer & Fall 2019

Undergraduate English majors are eligible to serve as editorial interns for *Victorian Studies*, a scholarly journal that publishes articles dealing with nineteenth-century British culture. One intern will be selected for Summer 2019 and two interns will be selected for Fall 2019.

Students who serve as interns will be responsible primarily for processing submissions to *Victorian Studies*: corresponding with outside readers, keeping track of the flow of manuscripts, and editing rejection letters. Interns will also gain some experience in the actual production of the journal including proof-reading, editing, and compiling some sections. Interns are expected to work six hours per week and are eligible for up to two hours of course credit in English X473. Interns are also eligible to apply for a modest grant from the Hutton Honors College (the deadline for these grants is the Friday before Spring Break).

To be eligible for this internship, you must have a College and major GPA of 3.0 or better and must have 12 credits in English at the 200-level or above, including L202 or L260. If you are interested, email a sample of academic writing, a resume, and a letter of application to IU English Internship Program, Department of English, c/o Jody Hays at ugeng@indiana.edu, by the deadline specified below. Please clearly indicate if you are applying for the Summer or the Fall position, or if you are open to either. The writing sample may be a paper written for a course. In the letter you should mention any previous experience in journalism or publishing, your coursework in English, and your reasons for being interested in the internship. Please also list your class standing, campus address, email address, telephone number, and student ID number. The final selection of interns will be made by the editors of *Victorian Studies*.

**Due date for summer and fall 2019 internship applications:
Thursday, February 28.**