

Penguin Random House Publishing Intern

Internship Business Details

Name	Penguin Random House Australia Pty Ltd
Address	Level 3, 100 Pacific Highway, North Sydney NSW 2060
Business description	Penguin Random House is the world's largest trade book publisher. We are dedicated to our mission of nourishing a universal passion for reading by celebrating stories and ideas that entertain, educate and inspire. To realise this, we work with the world's favourite writers, thinking and achievers to bring the very best books to Australian readers.
Website	www.penguin.com.au

Position Details

Position title	General Publishing Intern
Position overview	<p>This position will rotate departments to gain a broad understanding of publishing and the lifecycle of a book.</p> <p>The successful intern will be taken through the stages of a books journey to publication and beyond, providing administrative support to the adult and children's publishing departments, marketing and publicity, sales, rights and production.</p>
Position details	<p>Key responsibilities (tasks and duties the student will undertake as part of the project on a day to day basis):</p> <ul style="list-style-type: none"> • Perform administrative and clerical work for adult and children's publishing i.e. binding, photocopying, filing • Editorial support as required i.e. reviewing submissions, proof reading • Attend production, editorial, cover meetings as required • Provide general support to sales, marketing and publicity i.e. data entry, send out point of sale material to customers, review social media activity, sending out proofs to media, review media activity on books, attend team meetings • Administrative functions such as recording metadata as part of a strategic project <p>Skills required to fulfil the role:</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills • Good time management • Highly organised • Attention to detail • The ability to work independently as well as part of a team • Proficient in the Microsoft Office suite • Previous experience in an administrative role is an advantage <p>Ideal personal attributes:</p> <ul style="list-style-type: none"> • An interest in working in the book industry • Knowledge of literature • Strong interpersonal skills • Good at taking initiative • Good with technology and systems

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