

**INTERNSHIP OPPORTUNITY
NATIONAL WMU
BIRMINGHAM, ALABAMA**



ALL OF OUR INTERNSHIPS ARE UNPAID IN EXCHANGE FOR COURSE CREDIT. STUDENTS MUST BE A JUNIOR OR SENIOR IN COLLEGE TO QUALIFY.

TITLE: *New Hope & WorldCrafts Editorial Intern*

TEAMS: New Hope & WorldCrafts

POSSIBLE RESPONSIBILITIES:

- Write, edit and/or copyedit stories, articles, and columns for WorldCrafts.org and/or NewHopePublishers.com
- Edit and format podcasts for WorldCrafts.org and/or NewHopePublishers.com
- Revise and rewrite outdated content to revitalize and/or resell
- Assist with researching, requesting, and tracking proposed endorsers
- Assist with preparing and uploading content to WorldCrafts.org and NewHopePublishers.com (tagging, keywords, headlines, hyperlinking content, writing short descriptions)
- Identifying marketing hooks for monthly content
- Writing and posting content to Facebook
- Assist with catalog development
- Write press releases
- Edit and copyedit book manuscripts at various stages of production – first read, initial copy edit and clean up, macro files, verification and permissions check, second copy edit, endorsement and media galleys, PDF proof checks against layout designs, press proof, errata filing, cover proofs
- Participate in reading and evaluating book manuscripts for marketability and design
- Read book proposals and participate in team discussions regarding potential acquisitions
- Participate in team meeting discussing issues of paper, costing of printing and packaging, titling and covering, marketing of content, and other publishing issues

If you are interested in the internship opportunity, feel free to submit a resume to Human Resources:

- Email: hr@wmu.org
- Fax: (205) 995-4827
- US mail: 100 Missionary Ridge, Birmingham, AL 35242