

Atlantic Publishing Group, Inc.

We have a book for that.™

Quick Look:

- 13-week paid or college-credit internship with award-winning book publishing company
- Summer: May 17 – August 13
Fall: August 30 – December 3
- Offering internships for editorial, design and public relations & marketing



Summer and Fall 2010 Internship Program

Award winning

When we say we're an award-winning book publishing company, we mean it. We're the proud recipients of the Ben Franklin award, which recognizes excellence in independent publishing. We've also been recognized by dozens of organizations, including USA Book News, the Eric Hoffer Award organization, the Independent Book Publishers Association, and many others.

Atlantic Publishing Group's Internship Program is a unique opportunity to obtain experience in the book publishing industry. It provides students with hands-on experience while working with the largest nonfiction book publisher in Florida. During the course of the program, interns will develop the skills needed to excel in the publishing industry, including managing authors, editing and proofing books, designing interiors and covers, and marketing and promoting the finished product.

The Internship Program is a 13-week internship. This is available as a paid position, or it may be completed for college credit. At the end of the internship program, your progress and experience with Atlantic Publishing Group will be evaluated. If an intern demonstrates a good work ethic and an enthusiasm for the industry, there is a possibility of a full-time position with the company.



Angela Pham, Assistant Editor & Proofer
(B.A. Journalism '09, Eastern Illinois)



Melissa Peterson, Assistant Editor (B.A. Creative
Writing '06, FSU)



Amanda Miller, Editorial Assistant

General Notes:

Summer: May 17, 2010 to August 13, 2010

Fall: August 30, 2010 to December 3, 2010

The program will be held at Atlantic Publishing Group Office, located in Ocala, Florida. This is approximately 40 minutes from Gainesville. The address is:

1405 SW 6th Ave.
Ocala, Florida 34471

Applicants must have transportation available to drive to and from our office. Transportation costs will be reimbursed.

We are able to invite as many as 20 interns for the program.

Internships may be paid or completed for college credit.

We will begin to review applications in March. Interns will be notified no later than April if accepted for the summer and no later than June if accepted for the fall.

There is a mandatory training session on May 17 at 10 a.m. for summer interns and Aug. 30 at 10 a.m. for fall interns. This session will last approximately 2.5 hours.



Samantha Martin, Assistant Graphic Designer
(B.F.A. Design '09, Bowling Green State)

Types of Internships:

Atlantic Publishing Group, Inc. strives to maintain the highest level of professionalism in not only the books that we publish but also in our staff. As an intern, you will help ensure the quality and reputation of the company. Interns will be treated as staff members. This isn't like other internships where you go on coffee runs — there is a lot of work to do and interns will be contributing members of our team, working on books that are being published. Ideas and input are always encouraged.

There are three different tracks within the Atlantic Publishing Group Internship Program:

Editorial

Atlantic Publishing Group has seven editors and four editorial assistants on staff. Editors typically manage between 20 and 25 freelance authors and work in four stages to complete a 65,000-word manuscript. As an intern in the editorial department, you will assist the editorial staff in editing different stages of manuscripts and proofing books before they are sent to press. Editorial interns will also be fact checking documents, writing press releases, updating the blog, and working with different multimedia projects.

Design

Design interns will be responsible for assisting in layout of books with the possibility of designing covers, working on marketing and advertising collateral, preparing files for the printer, as well as other general design duties. Design interns must have a thorough knowledge of InDesign CS3/CS4, as most of your work will be done in this program. You will learn how to utilize the InDesign functions that are used in the book publishing

profession and you will learn to perform image correction and formatting in Photoshop CS3/CS4. All work will be done on the Mac platform. A basic knowledge of Illustrator CS3/CS4 and a keen eye for copy-editing is a plus.

Public Relations / Marketing

Atlantic Publishing Group uses programs called Cision and Topica for press releases and marketing strategies. Public relations/marketing interns will be trained on how to use these programs and will be responsible for writing and sending press releases. Public relations/marketing interns will be presenting our company to the public via web, print, and video and will be responsible for maintaining and updating the Twitter account, as well as other social networking sites. Interns will be responsible for researching current events and statics, finding articles relevant to our books, and tweeting about brand-related content, as well as posting interesting facts from our books, company, and staff.

Schedule:

Part-time interns will be required to work 20 hours a week. Interns will be able to schedule their own hours around class time and other commitments but are expected to keep the same weekly schedule. Because you are students, we are flexible with your schedule. If you will not be able to come in to work at your scheduled time, we require a week's notice and a valid reason.

Full-time interns will be required to work 40 hours a week, Monday through Friday, 8 a.m. – 5 p.m. with a one-hour lunch break.

Payment:

Interns will receive a stipend for successfully completing the 13-week internship program. This will be paid in two installments.

All interns — paid or for college credit — will be reimbursed for the travel expenses to and from Gainesville with a monthly gas allowance.



Assistant Editor & Intern Coordinator Erin Everhart (BS Journalism '09, UF)



Assistant Editor & Peer Reviewer Marilee Griffin (BS Journalism '08, UF)



Assistant Editor and Social Media Coordinator Nicole Orr (BS Journalism '09, UF)

Appearance:

As an intern, you will be treated as part of the staff, so you are expected to adhere to company dress policy.

Please dress in business casual attire when at work. Men should wear dress pants and shoes, and collared shirts should be tucked in. Women should wear dresses, skirts, dress shirts, and dress pants and shoes.

No jeans, shorts, T-shirts, work out clothing, tennis shoes, tank tops, sandals, flip-flops, or any offensive clothing. Excessively long or sloppy hair is unacceptable.

You should be neatly groomed each and every time you come to work. Your hands and fingernails are especially noticeable and should be clean at all times.