

CALL FOR APPLICATIONS

Zubaan's looking for interns to work with us from April-December 2019! If you're a bright, creative feminist looking to gain some experience in publishing, and are ready to throw your hat in the (circus) ring, read our guidelines below and send your application to applications@zubaanbooks.com by midnight on February 20, 2019.

We will get back to shortlisted candidates by the first week of March to set up interviews (in person or on Skype).

PROGRAMME SPECIFICATIONS

- Duration: minimum 8 weeks, maximum 16 weeks
- In-house at the Zubaan office (Shahpur Jat, New Delhi)
- Full-time: 11am-5pm, weekdays
- a small honorarium to cover local transport is available

OUTREACH INTERNS will write and design for Zubaan's social media channels and blog to promote titles; curate content and develop marketing strategies for the same (offline and online), and maintain Zubaan's online presence.

EDITORIAL INTERNS will work with editors on manuscripts, some production coordination and book design, reader's reports and proofreading or basic copyediting training. Interns can choose to focus on trade titles or academic ones, based on interest.

YOUNG ZUBAAN INTERNS will work with our children's list in editorial, marketing, production and research capacities.

SALES + DISTRIBUTION INTERNS will develop interpersonal networks with retailers and distributors, help with inventory management, and formulate effective sales strategies for Zubaan titles (in coordination with production and marketing).

PRODUCTION INTERNS will work with editors to bring manuscripts from the page to printed form, through production processes like typesetting, paper selection, printing schedules and costs along with proofing at the final stages of the book. An optional DESIGN component looks at how a book is designed from cover to cover, typesetting and production design.

PROJECT INTERNS will work with current projects housed under Zubaan's NGO wing, focusing on research and action in the fields in which we work (link to projects page).

HOW TO APPLY

Please pick a type of internship and include it in the subject line of your application ('Outreach Internship' / 'Editorial Internship' / 'Young Zubaan Internship'). Submit your application via email to applications@zubaanbooks.com by February 20. Be sure to include:

- Your contact details;
- Your CV in PDF form (please make sure to include relevant work experience/coursework); and
- A 500-word covering letter telling us why you are applying to Zubaan and detailing your suitability for the type of internship you've chosen, and specifying if you're interested in the optional focus.
- Feel free to include plans and ideas; try to keep it to a couple of pages, and make sure you highlight the skills, software competencies and unique focus you'd bring to the internship of your choice.