

## **EDITORIAL INTERN**

### **Cormorant Books**

Come join our amazing team!

We have an opening, a 12-week long paid internship in our editorial department. We strongly encourage individuals from diverse backgrounds (ancestry, culture, ethnicity, gender identity, gender expression, language, physical and intellectual ability, race, religion, sex, sexual orientation, socio-economic status) to apply.

If you require accommodation during the application process, please contact us at [info@cormorantbooks.com](mailto:info@cormorantbooks.com), or 416-925-8887 x 5.

#### **Position: Editorial Intern**

Reports to: Editors

Location: 260 Spadina Ave, Suite 502

Type: full-time for 12 weeks

Application deadline: May 1, 2023

To apply: email a cover letter and resume to [info@cormorantbooks.com](mailto:info@cormorantbooks.com).

#### **Job description:**

Support the acquisition editors in acquiring and editing 24-28 books of fiction, non-fiction, poetry, young adult, middle-grade, and children's books per year, as well as supporting the marketing department.

#### **Key Responsibilities:**

- Proofread marketing copy
- Mark up manuscripts prior to typesetting;
- Proofread full-length books;
- Review page proofs for books about to go to the printer, and review printer proofs;
- Read unsolicited manuscripts that have been submitted to Cormorant and DCB;
- Assist with adding new and upcoming titles to our website;
- Add information to our Master Title Information sheets;
- Assist with metadata;

- Help prepare readers' guides for recent and forthcoming titles;
- Assist with preparations for our sales conference;
- Attend and participate in concept meetings, at which we discuss titles planned for upcoming seasons;
- Provide feedback and suggestions on cover designs for forthcoming books;
- Other duties as assigned

**Here's what we're looking for:**

Education, Qualifications and Experience:

- Post-secondary graduate
- Publishing certificate with courses in copy-editing and proof-reading

Knowledge, Skills & Attributes:

- Commitment to Canadian literature and the authors who create it
- Demonstrated skills in copy-editing and proof-reading
- Proficiency in Microsoft Word
- Organizational and scheduling skills
- Attention to detail
- Ability to organize work schedule with competing priorities
- Ability to track and meet deadlines
- Positive attitude and ability to problem-solve

**About Cormorant Books:**

Cormorant / DCB was founded in 1986, now has a staff of seven and operates out of Toronto's Chinatown neighbourhood. We publish 24-28 books a year of high-quality Canadian-authored books from all regions of Canada. We prioritize finding new voices representing the full diversity of Canada's population.

For more information about us please visit our websites at [www.cormorantbooks.com](http://www.cormorantbooks.com) and [www.dcbyoungreaders.com](http://www.dcbyoungreaders.com)