

## Editorial Intern (Unpaid)

<b>Location(s):</b>	Dane
<b>Classification Title(s)/JAC:</b>	Volunteer Marketing Intern
<b>Job Working Title(s):</b>	
<b>Type of Employment:</b>	Part Time (10-15 hours/week)
<b>Salary:</b>	Unpaid
<b>Special Qualifications:</b>	A criminal background check will be conducted prior to the beginning of a volunteer arrangement to determine if the circumstances of any conviction may be related to the volunteer opportunity.
<b>Contact:</b>	WHSPress@wisconsinhistory.org , Wisconsin Historical Society Press, 816 State Street, Madison, WI 53706. No calls, please.
<b>Bargaining Unit:</b>	Non-Represented
<b>Area of Competition:</b>	Open
<b>Deadline to Apply:</b>	Applications will be accepted until the needs of the department have been met. Top candidates will be contacted for the next steps in the interview process.

The Wisconsin Historical Society Press is seeking a part-time unpaid intern to serve as a Marketing Assistant. This position provides an exciting introduction to the business of publishing and great preparation for a variety of communications jobs.

We are currently seeking an intern for fall 2015 but welcome applicants who would like to continue the internship in spring 2016. Internships are unpaid, but course credit may be possible. If you want to earn credit for an internship, see an appropriate faculty member in your department and ask them to sponsor you for course credit. The credit is given by your college, not by the WHS Press. View more information about the Wisconsin Historical Society Press (WHSP) - <http://www.wisconsinhistory.org/whspress/>

### Job Duties

- Managing submissions for regional and national award programs
- Assisting in the writing, editing, and producing press releases, brochures, and catalogs
- Managing media coverage and social media posts
- Maintaining and updating contacts and mailing lists
- Website management
- Arranging for review copies to be sent
- News and social media clipping and monitoring

### Qualifications

- Strong communication and interpersonal skills required
- Able to use basic computer software including Microsoft Word and Excel
- Good project management and organizational skills required
- Enthusiasm and interest in publishing
- Ability to lift 40 lbs.

### Special Notes

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**How to Apply:**

Send resumes to [WHSPress@wisconsinhistory.org](mailto:WHSPress@wisconsinhistory.org) or mail to Wisconsin Historical Society Press, 816 State Street, Madison, WI 53706. No calls, please.

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