

Soho Press offers an internship program on a seasonal basis, and we accept applications on a rolling basis. Deadlines for each season can be found below. Interns will work in our Union Square office for 20 hours per week and receive a biweekly stipend.

Responsibilities include: evaluating slush submissions for potential publication, providing additional proofreads on finished manuscripts, creating and streamlining publicity and marketing lists, fulfilling promotional and publicity mailings, as well as any general administrative work deemed necessary. Soho is a high-volume, independent press with multiple imprints, and this internship provides the valuable opportunity to work closely with a passionate staff across the spectrum of the publishing process. Given the amount of work Soho generates, we are only interested in adaptive applicants with the ability to complete tasks across departments, learn quickly, and prioritize multiple project deadlines. We're looking for careful readers with basic office (especially phone) skills who are interested in gaining a broad perspective of independent publishing in a small office.

Due to the nature of the position, off-site applicants cannot be considered.

The spring season is four months (January-April), summer is three months (May-August), and fall is four months (September-December).

Requirements: Familiarity with basic office tasks and software, critical and confident reader with a strong understanding of grammar, basic knowledge of proofreader marks, ability to multitask and meet deadlines, familiarity with Soho Press and our imprints.

Location: Union Square, NYC

To Apply For This Internship: Please send your cover letter and resume to soho@sohopress.com with the subject line "[SEASON + YEAR] Internship."

Internship application deadlines:

Spring season: **Due November 1**

Summer Season: **Due March 15**

Fall season: **Due August 1**