

Full-Time Paid Internship Opportunity with Owlkids Books

The Owlkids Books mandate is to develop children's natural love of learning into a lifelong enjoyment of literature and reading. Our goal is to publish books that nurture the imagination and engage, inform, and amuse a broad range of children and, importantly, to ensure that our books reflect the diversity of our readership, our country, and our world.

Located in a transit-friendly midtown Toronto office connected to a fully accessible subway station (although currently working remotely), Owlkids is recruiting an intern to work with our editorial and rights departments. This is a unique opportunity to gain experience across the publishing process, as well as a chance to learn from a knowledgeable, friendly team. Interns at Owlkids participate fully in all aspects of our publishing process, work hard, and learn a lot!

Owlkids Books is committed to equity and diverse representation in the workplace, as well as a safe, inclusive work environment. This internship position has been created as a means to amplify entry-level opportunities for those from communities and backgrounds that have been underrepresented in the Canadian publishing industry. We intend to do our part in reconciling this underrepresentation in our industry, and welcome those of all genders, sexualities, ethnicities, races, and abilities who are interested in starting a career in publishing to apply. We are also committed to providing accommodations throughout the interview and employment process; if you require an accommodation, we will work with you to meet your needs.

The ideal candidate will be energetic, proactive, passionate about children's books, and have a strong eye for detail. The successful candidate will be responsible for assisting the editorial and rights departments with a variety of duties including:

EDITORIAL

Will be involved in all stages of the editorial process, including:

- Reviewing book proposals and writing reader's reports
- Researching comparable works and other areas
- Attending and contributing in editorial and creative meetings
- Assisting in managing information flow between freelance editors and designers and in-house team members
- Working with the editorial department to write sales and marketing copy and other materials
- Other projects for the publisher, editors, and rights & editorial assistant as requested

RIGHTS

Will provide administrative support for rights and licensing sales, including:

- Updating and maintaining the rights database across a number of categories
- Researching potential international publisher partners for rights meetings and sales
- Coordinating royalty report follow-up, tracking, and filing
- Coordinating receipt, archiving, and shipping of rights and licensing samples to creators
- Sending and tracking submissions, tax certificates, and other materials to international publishers
- Providing administrative support for virtual book fairs
- Other projects as requested

Application Deadline: January 22, 2021

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Requirements:

- Excellent writing and communication skills
- Strong research skills
- Strong interest in current events and youth trends
- Ability to meet deadlines
- Strong organizational skills
- Detail-oriented
- Ability to work effectively on a team, as well as independently
- Self-motivated
- Familiarity with a Mac-based environment
- Completion of a post-secondary program at the college or university level or equivalent work experience

Duration of internship:

This is a full-time, 35 hour-a-week, internship paying a total of \$6,000 (\$2000/month) over three months. It will start on March 1, 2021, and end May 28, 2021.

Application Deadline: January 22, 2021

Please submit a cover letter and resume with the subject line Owlkids Books Paid Internship to owlkids@owlkids.com by 5 pm ET on the deadline date. We will only be contacting potential candidates and apologize that we can't reply individually to all applications.

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