

## INDEPENDENT PUBLISHING INTERNSHIP: SIGLIO PRESS

**SIGLIO** is an independent press in Los Angeles dedicated to publishing uncommon books that live at the intersection of art and literature. Siglio books defy categorization and ignite conversation: they are cross-disciplinary, hybrid works that subvert paradigms, reveal unexpected connections, rethink narrative forms, and thoroughly engage a reader's imagination and intellect. We believe that challenging work can be immensely appealing: our books are beautiful, affordable, and as much a pleasure to touch and hold as they are to read.

### Required Commitment:

Minimum of ten hours per week for fourteen or more weeks during the academic year.

Minimum of fifteen hours per week for ten or more weeks in summer.

### Responsibilities:

Depending on the timing and duration of the internship, students will have the opportunity to be intimately involved with or closely observe almost all aspects of independent publishing: editorial, production, marketing, distribution/sales. There is no photocopier machine, so be assured you will not be spending your day in front of it, nor will you be answering phones. In short, the intern will be directly assisting the publisher in virtually every endeavor. Additionally, a long-term project for each intern will be fashioned according to both the intern's interests and the needs of the press. It is an excellent opportunity to see a small, publishing house in action, gain first-hand experience, as well as hone various skills that will be useful in a variety of fields.

### Tasks may include:

- reading submissions, editorial research, copy-editing, proofing
- production tasks such as cataloguing and material organization
- gathering and managing information for a variety of databases
- assisting with marketing strategies, mailings, and materials
- researching, coordinating information, and conducting some maintenance for the website and other internet/social media presences
- any necessary, mundane activities including various errands

### Qualifications:

- Keen interest in literature and visual arts; knowledge of 20<sup>th</sup> century avant-garde literary and arts movements helpful but not necessary
- Ability to focus, pay attention to detail, and willingness to revise
- Ability to learn and adapt quickly; flexibility; curiosity
- Highest command of English, including grammar and spelling
- Familiarity and high level of comfort with Macintosh computers
- Must have completed at least two years of college.

Please note: There is a small dog on the premises and there are occasional boxes to lift.

### Compensation:

This is an unpaid internship.

### To Apply:

- (1) Look at [www.sigliopress.com](http://www.sigliopress.com) and see if the press interests you.
- (2) Write a brief letter describing why *and when* you'd like to be an intern at Siglio, what you hope to gain from the experience, and what you have to offer.
- (3) Include a resumé or a brief description of previous work experience.
- (4) And, finally, make a list of a dozen books that excite you in some way.

Applications are accepted on a rolling basis so apply early. Note that we often fill our fall intern positions by April.

**Send it to:** Lisa Pearson, publisher (at) sigliopress (dot) com.