



POSITION: Publishing and Bookmaking Intern

REPORTS TO: Programs and Publishing Manager

AVAILABILITY & TIME COMMITMENT: June-July 10 hours minimum per week  
\* We're flexible and willing to work around an existing commitment.

The Greater Seattle Bureau of Fearless Ideas is looking for a Publishing and Bookmaking Intern to support in-house publishing projects: organization and archiving of student work, assisting with the logistics of student revision, copyediting, and chapbook layout and production. Familiarity with InDesign software is required. This position is unpaid or for college credit only. Applicants seeking college credit are responsible for submitting necessary information on fulfillment requirements to The Greater Seattle Bureau of Fearless Ideas.

## DESCRIPTION

The Greater Seattle Bureau of Fearless Ideas believes that the power of words, well-written and well-spoken, can open doors to important opportunities. Our tutoring, writing, and publishing programs prepare young people ages 6 to 18, for a successful future by developing strong writing skills, championing diverse communication styles and motivating young people to share their stories. All programs are free and open to families from any socio-economic background.

The ideal Publishing and Bookmaking Intern is someone who is deeply inspired by the idea that by publishing the writing of our students, we encourage them to grow as authors, members of a community of writers and learners, and fine human beings. We seek someone with a passion for the creative design and production of publications of all kinds – from CD lyric booklets to novel excerpts to comics – and an ability to work both independently and with the Publishing Coordinator to complete ambitious projects, often with short deadlines. The Publishing and Bookmaking Intern will also oversee weekly uploading of student work to our website and may assist with other multimedia and digital publishing projects. **This position requires facility and experience working with the book layout component of Adobe InDesign. A majority of this position's responsibilities will require self-directed, independent InDesign work.**

## DUTIES/RESPONSIBILITIES

- Works with the Publishing Coordinator and Programming Team to produce publications from all areas of Fearless Ideas' programming, including work from weekend Writing Workshops, In-Schools Projects, Tutoring and clubs, and other projects as necessary.
- Maintains organized systems for the collection, sorting, and archiving of student work
- Working with workshop instructors and Fearless Ideas staff to collect written work
- Assisting the Publishing Manager with the logistics of selecting and preparing student work for revision and helping coordinate communication with the Fearless Ideas Editorial Board
- Managing the weekly review and selection of outstanding student work to be featured in both the tutoring center and on our organization's website – must feel comfortable with uploading and managing web content
- Designs and creates Fearless Ideas chapbooks and publications
- Using InDesign to design and set up organized and aesthetically pleasing small-run chapbooks (typically 20-100 pages) of student work; this may include the collection and layout of student photos and biographies
- Working with Publishing Manager to print and assemble runs of books using a thermal-tape binding machine
- Editing books for both design and content; must have a strong eye for copyediting corrections and formatting inconsistencies
- Designing original book covers or non-traditional layouts for student work

## IDEAL QUALITIES

- A strong interest in publishing and a passion for designing and creating books
- Easy facility with Adobe InDesign (*required*); some familiarity with the entire Digital Publishing Suite would be ideal
- Experience setting up books, zines, or other multi-page documents in InDesign
- An ability to work and communicate with both adults and K-12 students
- Comfort with independent work and taking ownership of projects
- Patience, stamina, and flexibility to work in a busy, active environment with guaranteed interruptions and distractions
- An ability to work on multiple projects at one time
- A focused and self-directed work style; and comfort completing projects on short deadlines
- Comfort with copy-editing for both content and formatting
- A well-honed sense of humor and open communication, particularly in stressful or frustrating situations, which do sometimes happen
- Comfort with troubleshooting technology

## TO APPLY

Please email a resume and letter of interest to [volunteer@fearlessideas.org](mailto:volunteer@fearlessideas.org) expressing your desire to apply for this position and a few words about your background and interest in the Publishing and Bookmaking Internship. **We strongly encourage the submission of a digital portfolio or examples of InDesign layouts.**