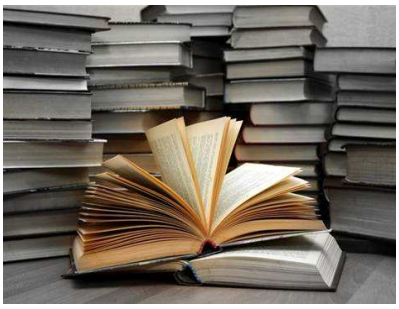
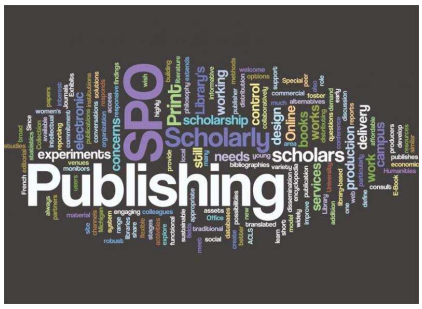
Trainee/Internship Program Offer

(10136) Desktop Publishing - Santa Barbara, CA





Start Date(s): as soon as possible
Hours: 32 per week
Location: Santa Barbara, CA
Program Duration: 6 months
Compensation: unpaid
Position: 1

Host Company Description

The host business is a publishing company located in Santa Barbara. The company is publishing books in over 20 states. Mostly concentrated on non-fiction, both poetry and biography books. It also published DVD's, magazine articles, and websites. The environment friendly publishing company offers a great opportunity for internship and trainee programs.

Position Description

The intern/trainee will gain knowledge in writing and publishing books and how to use all information and put them together on paper and how to publish a book. The intern/trainee will learn how to set up margins and how to communicate with printers. The intern/trainee will get knowledge about designing cover, flyers, interior layout, press releases, articles, etc.

Applicant Qualifications

- To apply for an **internship** program, you must be a **Publishing/Editor** undergraduate student OR a recent graduate starting the program within 12 months of graduation.
- To apply for a **trainee** program, you must hold a **Publishing/Editor** degree and at least 1 year of work experience OR be a career professional of 5 or more years in related field.
- Advanced English communication required
- Excellent writing skills and computer skills required (Word, Excel, Power Point, Internet, Adobe Creative Suite CS4 –Photoshop, Illustrator, Flash, PowerPoint, etc.)
- detailed oriented, able to learn quick, self-motivated, able to multitask, able to work within a team

How to Apply:

1. Submit professional resume (preferably with picture)
2. Indicate availability dates (start and end date)
3. Indicate program category: Trainee or Internship
4. Indicate offer number and position title for which your candidate is applying for

Council for Educational Travel, USA