

IVP EDITORIAL INTERNSHIP PROGRAM

Description

InterVarsity Press's editorial internship program has a history of offering young men and women the opportunity to gain valuable knowledge and experience in the field of Christian publishing. IVP's editorial internship provides experience in a wide range of tasks, from the purely administrative (such as scanning, filing, formatting documents, and entering data) to the particularly editorial (proofreading, registering copyrights, and evaluating manuscripts for possible publication). Interns are also invited occasionally to sit in on editorial, design or product evaluation meetings, and to join IVP's office meetings and social gatherings.

Qualifications

Those interested in pursuing an editorial internship with IVP must meet the following criteria:

- Undergraduate student (junior or senior), graduate student, or recent graduate
- Strong interest in editorial work
- Solid knowledge of English grammar and spelling
- Good writing skills
- Acceptable score on IVP's proofreading test
- Familiarity with Microsoft Word
- Basic familiarity with Scripture
- Agreement with IVCF Doctrinal Statement
- InterVarsity Christian Fellowship affiliation (preferred)

Application Requirements

Qualified candidates must complete and submit the following:

- Completed and signed Application for Employment (www.ivpress.com/jobs)
- Cover letter clearly articulating
 - qualifications, interests, and abilities
 - expectations of intern experience
- Resume (include relevant work, volunteer, and educational experience)
- Letter of recommendation from IVCF leader (preferred—sent directly to eschauer@ivpress.com or to InterVarsity Press, 430 Plaza Dr., Westmont, IL 60559 attn: Elissa Schauer)
- If seeking college or university credit, supply requirements and advisor's name/contact information
- Application must be complete by January 1, 2017