

## **Internship at the Frankfurt Book Fair New York Inc.**

Internship period: January–March, 2019  
Application deadline: June 15, 2018, 5:00pm EST  
Location: New York City, U.S.A.  
Hours: Full time, 40 hours per week  
Compensation: USD 400/month

The Frankfurt Book Fair's New York office seeks a motivated and proactive intern to assist in all our activities. The intern will be responsible for a wide range of cultural and administrative duties, and will gain invaluable experience in the New York and German publishing worlds. You must be a spirited team player with strong problem-solving skills and attention to detail. Most importantly, you must be passionate about contemporary German literature, and excited about a career in publishing. We're looking for someone who can bring enthusiasm and creativity to their work, and who will make the most of this opportunity for their own career.

The [Frankfurt Book Fair New York Inc.](#) (FBFNY), formerly the German Book Office (GBO), was founded in 1998 as one of four international offices of the Frankfurt Book Fair. FBFNY serves as a business office of the Frankfurt Book Fair, as well as a liaison office for American and German editors, rights professionals, and translators. With support from the German Federal Foreign Office, we manage a diverse portfolio of cultural projects under the label German Book Office.

Our interns are integral to our small team, working on both the business and cultural projects of the Frankfurt Book Fair New York. Interns assist with everything from social media management to event planning to market research. They have the opportunity to gain experience at a small, dynamic office, get a broad picture of the German and U.S. publishing industries, and make invaluable contacts. This is an excellent first step towards a career in publishing.

This is a **full-time internship** (40 hours per week) in our New York City office. The internship will be from **January through March of 2019**.

### **Tasks**

FBFNY interns assist in all aspects of the business, gaining a sense of the publishing industry and the New York literary landscape. Tasks include:

- Assisting with event planning and production
- Managing FBFNY social media channels
- Compiling information on German books, including rights information
- Conducting market research on the German and U.S. publishing industries

- Corresponding with publishing professionals in German and English
- Writing and proofreading German texts
- Translating texts from German to English and vice versa
- Designing invitations, flyers, etc. as needed
- Maintaining databases, coordinating mailings, and other administrative duties

### Requirements

- Fluency in both English and German
- Experience planning and managing events
- Experience managing social media accounts for an organization
- Knowledge and passion for contemporary German and/or U.S. literature
- Demonstrated interest in book publishing
- Past internship experience in publishing a plus
- Proficiency in Adobe Creative Suite a plus
- Ability to solve problems and think on your feet
- Strong attention to detail
- Outgoing and comfortable interacting with high-level partners
- At least 21 years old and either currently enrolled in a university program, or recently graduated from one (within the past 12 months)
- Eligible to apply for a J-1 Intern visa to the United States (the visa application process will begin once the intern is accepted) or eligible to work in the U.S.

To apply, please send your resume and cover letter, in English, via email to Mr. Cian Dinan: [dinan@book-fair.com](mailto:dinan@book-fair.com). The application deadline is Friday, June 15, at 5:00pm EST. We look forward to hearing from you.