



## Publicity Intern

Do you have a keen eye for organization, a love of communication, and strong attention to detail? Goose Lane Editions has an opening for an intern in our publicity department. This is a sixth-month, paid internship. The successful candidate will help coordinate author travel, maintain publicity files and itineraries, provide logistical support for events, contribute to and enhance our social media channels, and communicate timely and important information to our sales reps, award juries, and readers in a timely matter.

This is an excellent opportunity for a detail-orientated candidate to gain valuable experience.

### The publicity intern will:

- Prepare itineraries for authors attending literary festivals and events across the country
- Provide support for author readings and events, working with venues, internal stakeholders, and independent booksellers to ensure events go smoothly and that logistical needs are met
- Help coordinate author travel and accommodations
- Keep publicity files continuously updated as reviews and interviews are published
- Send weekly updates to management and sales reps
- Help publicize events through community and media outreach
- Maintain, update, and enhance the company website and social media channels
- Other administrative duties as required

### Qualifications

- Undergraduate degree or college diploma
- Excellent written and verbal communication skills
- Ability to work within a fast-paced, deadline-driven environment
- Strong attention to detail and a sharp editorial eye
- Excellent organizational and time management skills
- Working knowledge of Microsoft Word, Excel, and Adobe Creative Suite
- Familiarity with various social media platforms, Hootsuite, and data management an asset

**Remuneration:** \$12 - \$14 per hour for a 30 to 40-hour work week. This position is a six-month internship with potential for becoming a permanent position based on performance. Candidates must be under 30 and qualify for registration with the New Brunswick Youth Employment Fund in order to be considered.

Interested in joining us? Send your resume and a letter describing your interests and qualifications to:

Goose Lane Editions  
[info@gooselane.com](mailto:info@gooselane.com)  
(506) 450 4251

**Deadline for applications:** 7 September 2018