

UGLY DUCKLING PRESSE

at the Old American Can Factory
232 Third Street, #E-303
Brooklyn, NY 11215

office@uglyducklingpresse.org
347-948-5170

Ugly Duckling Presse is now accepting applications for a spring/summer internship. The intern will spend 12 hours/week at the UDP studio in Gowanus, Brooklyn, between March 6 and August 31, 2024. The stipend for this position is \$19/hour.

Internships at UDP are designed to introduce interns to all aspects of small press publishing. Guided by UDP staff, interns will assist in a range of departments and tasks at the Presse, including:

- Production: proofreading typeset manuscripts, updating proofs, requesting quotes from vendors
- Printshop: bookbinding, Presse Day support
- Distribution: shipping out orders, customer service, distributor data entry
- Marketing & Publicity: website and webstore entry, social media, contact search and query, newsletter design, event support, database upkeep
- Studio Upkeep: participate in housekeeping duties, helping with inventory
- Editorial: Backlist Bulletin (review of a past Ugly Duckling book for our site)

Required skills, knowledge, and abilities include:

- Excellent attention to detail
- Strong communication skills
- Ability to keep track of several projects at a time
- Interest in self-directed work
- Willingness to participate in studio “chores”
- Overall enthusiasm and passion about poetry and the arts

Preferred (but not required) skills include:

- Basic proficiency in InDesign and Photoshop
- Some experience conducting independent research
- Some knowledge of UDP titles
- Some proofreading experience

Interested applicants should send a cover letter and a resume in a single PDF to Marine Cornuet at office@uglyducklingpresse.org between March 15 and 30. Applications received before or after these dates will be automatically discarded. Thank you!

Please note that UDP will be closed from July 15 to 31, 2024.