

Internship at the Frankfurt Book Fair New York Inc.

The Frankfurt Book Fair New York Inc., 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 directors, 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 cultural programs include the Festival Neue Literatur, the annual Editors Trip, Book of the Month selections, translation workshops, and programs to promote German titles, such as New Books in German and Children's Books on Tour.

We are seeking a motivated and proactive intern to assist in all activities at our New York office. You must be a spirited team player, able to work independently, and have excellent 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.

Our interns are integral to our small team, and help us with everything from social media management to event planning to market research. They have the opportunity to gain experience at a small and dynamic office, to get a broad picture of the German and U.S. Publishing industries, and to make invaluable contacts. This is an excellent first step towards a career in publishing.

This is a full-time internship in our New York City office. The internship will be for two to three months and begin in October of 2019, with exact start and end dates negotiable.

Tasks

FBFNY interns assist in all matters of the business, gaining a sense of the publishing industry and the acquisition of foreign titles. Tasks include:

- Assisting with event planning and cultural projects
- Assisting with Frankfurt Book Fair activities
- Compiling information on German books as well as rights information
- Conducting market research
- German writing and proofreading
- Managing social media channels
- Maintaining databases and other administrative duties

Qualifications

The intern must:

- Be least 20 years old and either currently enrolled in a university program, or recently graduated from one (within the past 12 months)



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- Be eligible to apply for a J-1 Intern visa to the United States, if needed (the visa application process will begin after the intern is accepted)
- Demonstrate interest and experience in publishing and/or German literature, from a prior internship, traineeship, or college course
- Have excellent English and German language skills, both written and spoken
- Have basic computer proficiency (Microsoft Word, Excel, Outlook); experience with Adobe Creative Suite and Wordpress is a plus

Compensation:

- Interns will receive a small stipend to help offset their living costs in New York City.

To apply, please send your resume and cover letter, in English, via email to Ms. Quinlan Carttar, at carttar@book-fair.com.