

Sales Internship (Summer, part-time)

Barefoot Books, Inc. | Concord, MA

Barefoot Books, an award-winning independent children's publisher based in Concord, Massachusetts, has an exciting opportunity for students and recent graduates who are interested in learning all about the selling of children's books. This internship spans all sales channels, including US and international markets, as well as subsidiary and foreign language rights.

This is a paid, part-time, in-office* position that will run for 15 weeks, 17 hours per week. Start and end dates are flexible. We can also offer college credit and recommendations.

**Our internships are in-person in our Concord office, though scheduling can be structured around other obligations. This policy is dependent upon the status of COVID-19 and the health of the population.*

In response to the lack of diverse voices in the publishing industry, we are particularly looking for applicants who identify as a person of color, including those of African/African American, Asian/Pacific Islander, Latin American, Middle Eastern, or Native American/Indigenous descent.

We are looking for outgoing, hardworking, detail-oriented individuals who have great organizational skills, and a curiosity about the business of publishing. The ideal candidate will have excellent communication skills, experience with Microsoft Office suite, and the ability to work both independently and as part of a team.

What you'll do:

The Sales Intern will be responsible for assisting the members of the Sales team with a wide variety of tasks, including:

- maintaining digital assets including presentations, sell sheets and digital copies of titles.
- maintaining lists of advance materials for upcoming seasons, including dates of receipt and delivery to customers.
- account prospecting across US sales channels, including writing pitches, outreach and response.
- comparable and competitive title research for upcoming season lists.
- prepare and mail review copies and marketing materials as needed.
- liaise with team members across marketing, design, editorial and operations teams.

We will consider you a full-fledged team member! You'll be a part of any team meetings and some inter-departmental and company-wide meetings. We invite and welcome your creative ideas around promoting Barefoot out to the wider world.

To apply, please email your resume and cover letter to our Sales Assistant, Maya Rovniak, at maya.rovniak@barefootbooks.com.

About Us:

"The standard for excellence in children's books" — Forbes

Barefoot Books is an award-winning, independent, women-owned and run, children's book publisher based in Concord, MA. Founded by two mothers in England in 1992, our mission is to open children's hearts, minds, and worlds. In 2017, we were named by Forbes as one of the 25 Best Small Companies in America.

From the very beginning, our books have represented a vast array of cultures and perspectives, while also providing children of all backgrounds a mirror of their own experiences. Today, we have grown into a vibrant and diverse community focused on sharing books and gifts that inspire children to be compassionate, creative and curious global citizens.

For nearly three decades, we have worked with talented writers, storytellers, illustrators and musicians from all over the globe to create over 900 books and gifts that open children's hearts and minds. Our proudest accomplishment is to have put nearly 30 million books into the hands of children around the world.