

EDITORIAL INTERNSHIP | FRENCH+ENGLISH

HELVETIQ is excited to accept applications for a winter/spring 2019 internship. The internship is available within our editorial team. The internship provides six months of hands-on experience to recent graduates interested in book and game publishing. Interns will have a variety of responsibilities which include evaluating new project submissions, communicating with authors, copy editing and writing, preparing sales materials, attending events, and handling other administrative tasks.

Location: Basel, Switzerland. Full-time.

Projected start date. January 7, 2019.

ABOUT US

We publish books and games since 2008. We are best-known for pocket games like Bandido, our beer hiking guidebook series and for surprising people with new ideas all the time. We conduct business in over 25 countries. Our environment is creative and fast-paced. For more, please visit www.helvetiq.com

RESPONSIBILITIES

- Evaluate submissions, read and evaluate early deliveries and final manuscripts
- Guide projects through the publishing process by working with design, production and sales to create timeless best-selling titles
- Originate title ideas that delight and surprise
- Write copy for sales sheets, game rules, back covers, catalogs, social media and blogs
- Produce press materials and mailings to obtain title-specific coverage
- Plan, organize and attend launch parties and author events
- Work for reviews, mentions and interviews in print, broadcast and online media

QUALIFICATIONS

- Love for books and the business-side of publishing
- Undergraduate or graduate degree in arts, history or communication
- Strong writing and editing skills with a superior attention to details
- Outstanding command of English and French. German on top would be amazing
- High motivation to promote our titles and authors, online and offline
- Editorial or copywriting experience is a plus

BENEFITS

- Join a young team where your contribution is valued and immediately visible
- Work in an inspired work environment surrounded by smart, fun people
- Participate in the company's success sharing plan after one year of employment

Apply by sending your resume, cover letter and references to jobs@helvetiq.ch

Any questions? please call Hadi at +41 79 916 87 33

Other open jobs? please visit <https://www.helvetiq.com/jobs/>