



THE ZACK COMPANY INC
Direct Unpaid Internship
Academic Credit Only
Literary Agency Intern
Management/Marketing/IDS/Accounting
Undergraduate Students

Company Background

The Zack Company, Inc. (TZC), a small, full-service literary agency representing authors of fiction and nonfiction, currently seeks an undergraduate student to serve as a Literary Agency Intern.

Project Overview

TZC offers interns a wealth of hands-on experience in the world of publishing. Interns at TZC acquire valuable “real world” experience and publishing skills. Working in an active environment, TZC interns gain insight into the field of publishing and literary representation and learn the many functions of a literary agency. Our program enables students to develop confidence and marketable skills in a real-life business setting.

Interns generally work with numerous current clients and potential clients and responsibilities generally include:

- Reading and reporting on prospective clients' works¹
- Reading and providing editorial feedback on current clients' projects
- Reviewing and auditing author royalty statements
- Maintaining and updating database sources and web pages
- Writing press releases
- Drafting pitch or submission letters and following up on active submissions

Interns also gain practical experience with many different types of computer software. Interns will also perform various administrative tasks for client-related projects and internal needs.

Skills and Requirements

- TZC is looking for outgoing, articulate students who are conscientious, well-organized, detail-oriented, and entrepreneurial, have good writing skills and are capable of multi-tasking
- Majors in communications, accounting, business, MIS, journalism, English² or marketing are all welcome
- Interns must be available for 16 hours per week (minimum four-hour blocks)

¹ Like any job in publishing, most of your reading will be done at home, on your own time.

² It should be noted that this internship is *not* directed at aspiring authors or those who hope to teach creative writing in the future. This is a hands-on *business* opportunity.

It is strongly suggested that you visit the agency's web site at and review the FAQ lists and the various author biographies and titles, so that you know exactly what kinds of books TZC represents.

Interested candidates should email a resume as an attached file, along with a brief writing sample (a recent paper will do), and a cover letter that discusses why they would like the job and what kinds of books they read for fun to Fall2009@zackcompany.com. (If you fail to submit a writing sample, we will be unable to respond.)