



THE ZACK COMPANY INC
Direct Unpaid Internship
Academic Credit Only
Royalty Accounting 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 Royalty Accounting 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:

- Reviewing author contracts
- Reviewing and auditing author royalty statements
- Corresponding with publishers’ royalty departments regarding errors and clarifications
- Corresponding with authors regarding results

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 number-crunching skills, and are capable of multi-tasking
- Majors in accounting, business, and management information systems are welcome
- Interns must be available for 16 hours per week (minimum four-hour blocks)

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 that discusses why they would like the job to Fall2009@zackcompany.com