

From: [Sara Lombardo](#)
To: ["Sara Lombardo";](#)
CC: ["Joaquin Feliciano"; "Sandra Rodriguez";](#)
Subject: Washington Fall Program Internship #10 - National Geographic International Publishing Internship
Date: Thursday, July 03, 2008 12:28:44 PM
Attachments: [image001.gif](#)

Hi Fallies

Here is another internship that just came in from National Geographic. Details below. If interested apply on the website or email your cover letter/resume directly to Diana Leskova, (DLeskova@ngs.org). Please copy me when you do. She does not want phone calls. If follow up is required, contact me and I'll follow up for you. Good luck. - Sara

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From: DLeskova@ngs.org [<mailto:DLeskova@ngs.org>]
Sent: Thursday, July 03, 2008 3:19 PM
To: stlombardo@ucdavis.edu; jbfeliciano@ucdavis.edu; ambrock@cats.ucsc.edu; meghow@umich.edu; mquinter@uci.edu; desveaux@ucla.edu; mgold@uclink.berkeley.edu; szand@berkeley.edu
Subject: National Geographic International Publishing Internship

Dear Internship Coordinator,

I have an opening for the Fall 2008 position of my International Publishing internship, and thought you might have some potential candidates that would be a good match. Pasted below is the description of the internship. If

anyone is interested, please have them submit a cover letter and resume online, <http://www.nationalgeographic.com/jobs/>, or directly to me via email (no phone calls please). Please don't hesitate to contact me if you have any questions or need additional information.

Best regards,
Diana

National Geographic Society **International Publishing Internship**

National Geographic Society's *International Licensing & Alliances* division is looking for an enthusiastic intern to assist in daily operations that support the publication of 18 international editions of National Geographic KIDS Magazine. The "International Publishing Intern" will gain practical experience in publishing magazines for international markets by assisting the manager and coordinator with daily tasks. These tasks include, but are not limited to, the following:

- 1) Copyright: Clear rights for images and illustrations published in local-language editions, and track data in FileMaker Pro databases;
- 2) Marketing: Organize information about local-language subscription and newsstand campaigns in PowerPoint format;
- 3) Editorial: Calculate number of pages in each local-local language edition, and their sources (NG KIDS, local content, advertising);
- 4) Clerical: File, compile, and distribute copies of local-language editions internally; provide office support during NG International Editorial & Marketing Seminar.
- 5) Communication: Correspond regularly with photographers, photo agencies, editors, and departmental staff via telephone and Lotus Notes email.

Requirements:

The successful candidate is a college student preferably majoring in communications, English, international business, journalism, or photography. He/she must possess excellent communication skills, be organized, be eager to learn, be able to handle multiple tasks, and be familiar with computer programs including Microsoft Office.

*This is not a paid position and the candidate is expected to work at least three 8-hour days a week, and receive college credit. The dates of the internship will correspond with the school semester, approximately early September through mid-

December.

Diana Z. Leskovic

*Manager, Children's Magazines
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