

## Washington Spring Program Internship #27

### National Geographic Society

Springies,

Here is a great opportunity at National Geographic Society which is just 2 blocks from the Center. Please read the attached description carefully. You must commit to 4 days/week. If interested apply ASAP as they are interviewing this week. Submit a cover letter/resume to Yulia Boyle—her contact info is below and on the attached. Please let me know if you apply. Thanks. - Sara

**Yulia P. Boyle**  
**Business Manager**  
**NG Traveler, Adventure, Historia Magazines**  
**NG English Language Learning Project**  
**International Licensing & Alliances**  
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# NATIONAL GEOGRAPHIC SOCIETY

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## INTERNATIONAL PUBLISHING INTERN

### **Internship Announcement**

National Geographic Society's International Licensing and Alliances (ILA) division is looking for an enthusiastic intern to assist in daily operations that support the publication of 10 international editions of National Geographic Traveler magazine, 1 international edition of National Geographic Adventure magazine, as well as the international launch of NG Historia magazine. The "International Publishing Intern" will gain practical experience in publishing magazines for international markets by assisting the manager with daily tasks, and learning from experience of ILA and international partners.

Please, see below the Summary of the Position, Tasks and the General Requirements.

### **Summary of Internship Position:**

The ILA International Publications Intern will assist International Publications Manager in administrative tasks as they relate to management of NG Traveler, NG Adventure, NG Historia product lines. This person will perform other duties common to magazine licensing business.

### **Tasks**

The daily tasks will include, but will not be limited to the following:

#### **1. Editorial**

*NG Historia:* Create a database of all the NG Historia feature stories in English Language (translate the titles from Spanish to English); communicate with our international publishing team in Spain (RBA).

#### **2. Content Management**

*NG Traveler Intranet site:* support the Traveler International Partnerships (TRIP) Intranet Site; update the on-line content in each section of the site on a regular basis; coordinate materials exchange with all the partners and US Traveler; maintain a day-to-day correspondence with the partners through the TRIP blog; research and post announcements from Society that might be useful to the partners; respond to the Blog inquiries and directs them to the appropriate people at ILA or Society (upon consultation with Traveler Business Manager); coordinate other on-line related inquiries from the partners.

*Archive Maintenance:* log all magazine samples and coordinate with partners when samples are not received; ensure archives are complete and internal processes regarding magazine samples are followed; ensure that rights management team has all the samples.

#### **3. Rights Clearance Process and Production**

Coordinate the process of rights clearance with ILA rights clearance colleagues; liaise our partners with the Production team of NG Traveler to acquire the production materials; regularly communicate with NG Traveler production team on the status of materials for partners.

**4. Event Management**

Help in preparation to the International Seminar 2008; prepare briefing materials for new partners and products; manage visitor agendas; coordinate visit requirements (A/V and catering needs, etc.).

**5. General office support**

Ship magazines/materials; maintain contact database and complimentary copy list; maintain editorial calendars; order supplies; etc.

**Position Requirements**

The successful candidate is a colleague/university student preferably majoring in communications, English/Spanish, international business, journalism. He/she must possess excellent communications skills, be organized and eager to learn, be able to handle multiple tasks, and have excellent skills with various computer programs, including Microsoft Office (Word, Excel, Power Point, etc), graphic design skills is a PLUS. Proficiency and fluency in Spanish language is a MUST.

\*This is not a paid position and the candidate is expected to work at least four 8-hour days a week, and receive college credit. The desired start date for the internship is March 1, 2008.

Interested candidates should send a resume and cover letter to Yulia Boyle by email. Please, see full contact information of the hiring manager below:

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