



New Books in German Internship

NBG takes on two to three interns for each print issue: either May to October or November to April.

The majority of the tasks can be completed remotely, but the intern will need to be able to attend two editorial meetings in London (early June, mid-July; and early December, end of January).

There are regrettably no funds available to pay interns, although travel expenses to meetings from outside London can be covered.

The internship is a flexible role, but the tasks involved will usually include the following:

Ongoing:

- updating distribution lists
- researching statistics on translation into English

Meetings:

- helping to prepare for editorial meetings – setting up meeting room, photocopying etc.
- taking notes where necessary

Preparing the magazine:

- compiling submissions tables
- opening book parcels, filing books and manuscripts (if in London)
- helping to prepare postage of books to readers (if in London)

Writing the magazine:

- preparing the 'NBG Choices' double spread
- conducting interviews
- research for articles and features
- proofreading