



**BOOKS, COFFEE, DEMOCRACY**

**VOXPOPNET.NET 718-940-2084**

## **The Vox Pop Internship**

### **What is Vox Pop?**

Vox Pop is the new generation, the next wave of modern media with a twist. Vox Pop is a free-speech democratic fair trade unionized intellectual eclectic diverse mom & pop next door empowering poetic lyrical living breathing entity. It is the Next Big Thing. Why? Because the world is ready for the truth.

Located in Brooklyn, Vox Pop is a bookstore/coffeehouse/publishing company/performance venue/print on demand space. It operates on two levels: the Café and the Basement. Get your strong black fair trade coffee and your novel printed in the Café. In the Basement, learn about the sinister underbelly of American politics and spread the word about the hot new book you helped copy edit.

The brainchild of publishing maverick Sander Hicks (formerly of Soft Skull Press) and gourmet barista Holley Anderson (former managerial trainer at The Bean), Vox Pop came into being on November 15th, 2004. When it opened its doors for business, it ushered in a new era of grassroots democracy and community empowerment.

### **The Experience**

Let your voice be heard! The Vox Pop Internship is an exciting program that involves you in nearly all aspects of the company. This is NOT your generic internship. You will NOT be devalued.

Be prepared to: make publicity phone calls, research and fact check, deal directly with the New York Times, keep schedules and organized notes of meetings, work closely with local media, book radio interviews and author tours, create press releases, work in a fast paced political environment...

### **The Candidate**

You are motivated, intelligent, savvy, smart. You speak out, create a platform for your opinions, get your voice heard. You are responsible, organized, independent, creative. This is not a job for suckers, this is a job for the serious.

Thinking on your toes is required, as well as a quirky sense of humor and unique approach to problem solving. We like people who can see outside the confines of the generic societal mindset.

If you know you are ready for a mind-blowing, eye-opening experience, one that will provide you with the necessary skills for a publishing, publicity, or business career, then Vox Pop is your match.

## **Job Description**

There are two positions available for interns at Vox Pop. Applicants may apply for one or both using the same application. The applicant must make the correct notation to be considered for both. (see Page 1 of The Vox Pop Internship Application) Both positions are for 20 hours a week and transportation will be reimbursed. College credit is applicable.

### **Associate Production Director**

As the Associate Production Director, you will work with the Director of Publishing to maintain the quality of writing for all Vox Pop texts. This includes books, press releases, emails, transcripts, marketing copy and so forth. In addition, you will learn the ins and outs of the publishing industry by hands-on experience involving meetings with distributor representatives, galley mailings, and title entry. You will maintain responsibility for running the home office by keeping deadlines, making sure packages are delivered on time, and taking inventory of supplies.

Duties include:

- I. Editorial and Marketing
  - Copy editing
  - Transcribing
  - Researching and fact checking
  - Collaborates with Associate Publicity Manager to book author tours
  - Galley mailings
  - In charge of publishing deadlines and title entry
- II. Office Management
  - Administrative duties: answering phones/taking messages/sending faxes
  - Bank deposits
  - Taking notes at meetings
  - New York Times and magazine returns
  - Managing office supplies
  - Shipping
  - Miscellaneous publishing/office duties

### **Associate Publicity Manager**

As the Associate Publicity Manager you will be collaborating with the Events Coordinator as well as the Director of Publishing and the Associate Production Director. You will be learning invaluable media relations skills with people in the television, newspaper, and magazine industries. This position requires confidence and a take-charge attitude. You must be organized, on-point, and creative.

Duties include:

- Media Outreach: phone calls, emails, air-tight organization
- Compile weekly email digest to the Vox Pop email list
- Getting events information to media/keeping deadlines
- Keeping organized lists of all media
- Helping to promote events
- Making publicity copies
- Helping create press releases
- Working with web designer to post events and news on the Vox Pop website
- Miscellaneous publicity/office tasks

• Please fill in the application as legibly as possible and preferably with dark ink. For the essay questions there is no length limit. Write as much or as little as you feel is necessary to accurately answer the question. If extra pages are needed, please note on the top of the pages to which question they are referring.

• In addition to completing The Vox Pop Internship Application, **please include a resumé (with references) and writing sample.** For the writing sample, submit something that reflects who you are.

- Please mail all applications to: **Emmy Gilbert**  
**Vox Pop Internship Office**  
**1022 Cortelyou Road**  
**Brooklyn, New York 11218**

Name:

\_\_\_\_\_

Prefer to be Called: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Best Way of Being Reached:

\_\_\_\_\_

Current Level of Schooling:

\_\_\_\_\_

I am interested in the position of: (check one or both of the following)

Associate Production Director: \_\_\_\_\_

Associate Publicity Manager: \_\_\_\_\_

1. What are you passionate about?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



