

# HELL PRESS

UNIVERSITY OF HELL PRESS

## Our Press + Current Needs

University of Hell Press seeks and promotes artists who are creating irreverent and thought-provoking works in quiet corners of their worlds. Specializing in intimate literary arts that communicate the human experience by providing readers with raw views into the everyday condition, University of Hell Press aligns with like-minded individuals who are trying to make their mark on the world through unique vision and simple, yet heightened, language and tone.

We currently seek two interns to help spearhead and assist with some foundational areas that will elevate our press including its reach and functionality – **Marketing / PR Assistant** and **Social Media Manager**. **Both positions are unpaid**. If you seek to fulfill an academic commitment in a related program, we'll work together to decide upon appropriate hours per week to meet course credit. If you're a ready-to-rock type, we might just want to rock with you – typically for five+ hours per week. There's room for growth for those interested. We also understand real life, its challenges and constraints, and are flexible when open communication is the common denominator.

## Internship Roles + Responsibilities

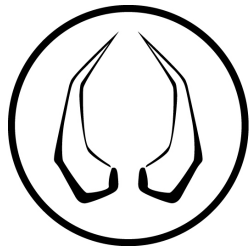
**Marketing / PR Assistant** duties could include:

- creating and having a presence at lit events like readings and releases
- writing and delivering press releases for new books and authors
- compiling a local and national media outlet list
- seeking out and managing sources for ongoing online reviews (goodreads, amazon)
- serving as an author resource for marketing / pr best practices
- assisting with overall marketing strategy
- making awesome connections within our community

**Social Media Manager** duties could include:

- maintaining / managing all social media channels – FB, Insta, Tumblr, Twit, website, Pinterest
- vetting (new) content for all messages on all channels
- creating editorial calendar for all channels
- conducting best practices research and compiling resource lists
- making awesome connections within our community
- representing the press brand voice, tone, approach

*a time.*



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## **Our Ideal Candidates**

We collaborate with like-minded souls who are focused on doing great work, helping authors succeed, and learning along the way.

Our faculty possess these characteristics and we want our interns to have these qualities, as well. To wit, we:

- are responsible and productive
- take initiative / are proactive (rather than reactive)
- think strategically to find creative solutions
- promote excellent interpersonal / communication skills
- pay attention to detail
- exhibit smart 'n sassy attitude
- cultivate connecting with others
- find and share new ideas and resources
- possess a left of center sensibility
- enjoy the lit / spoken word / poetry / indie press cultures – or want to learn about them

Interested? Before contacting us directly for either internship position, you should:

- review our website and social media channels to have a good idea of who we are and how we operate
- have a good idea of the role you want to play as part of our team
- formulate some strong ideas that relate directly to our current needs and how you might approach them
- talk to one of our authors, if you know one!

Send us an email that details your interest, energy, and enthusiasm, along with some BIG IDEAS demonstrating how you might fit in with our team and projects. In the subject line of your email, state which internship opportunity you're interested in. Send your resume or link to your website / bio, too, for good measure.

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*Denting the world with words, one incendiary book at a time.*