

# SUMMER INTERNSHIP

## FREQUENTLY ASKED QUESTIONS

### **Does the intern need to be Sydney based?**

The 2020 internship will be held at the Hachette office in Sydney so you will need to be able to travel to our Kent Street offices in the CBD for the duration of the internship. We will make sure that you are able to comply with social distancing rules. We believe an in-house learning experience will be more worthwhile for interns. Sydney University Village have several short-term accommodation options for an intern moving to Sydney to take up this opportunity. We would be happy to introduce you to their Village Manager if so required. Details of the accommodation can be found [here](#).

### **How many positions are available for the internship? Will this be a recurring opportunity?**

We are offering one internship position. This internship will be held annually, so we encourage you to apply next year if you are unsuccessful this time.

### **Do I need to be studying to apply?**

No. You do not need to be undertaking a university degree or TAFE course to apply.

### **If I am studying, can this internship count towards my degree?**

Yes, if applicable. Discuss this opportunity with your TAFE or university to see if it can be used for course credits.

### **Do I need to be an Australian Citizen?**

Yes. Ideally, we are looking for people who wish to establish in publishing in Australia. However, we will also consider applications from New Zealand citizens who are residents of Australia.



**Is the internship appropriate for mid-career workers or those looking to change careers?**

Absolutely. There is no upper age restriction on this opportunity, and we encourage all interested applicants eighteen years and older to apply.

**What will the intern learn during the internship program?**

The internship will include time in every functional department and with each divisional director, including sales, product, marketing, publicity, editorial and production. You will attend all key decision-making meetings at least once, and will undertake finance training with our Finance Director, go on sales meetings with bookshops, and have an opportunity to support a publicist at an author event and a visit to our distribution hub.

**Will the intern have much engagement with the editing process?**

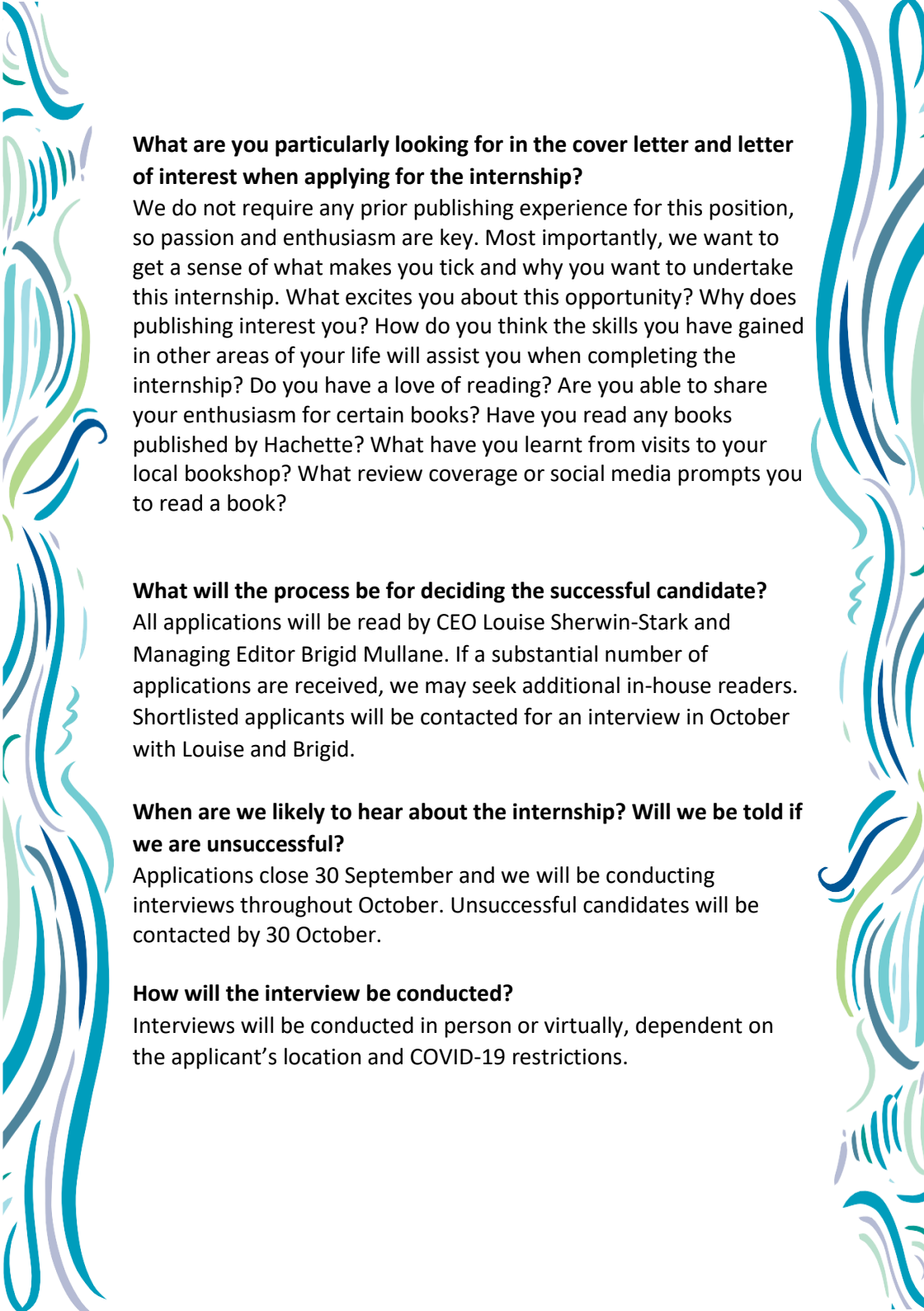
Yes. The intern will spend dedicated time with the editorial team during the internship. They will be taken through all stages of the editorial process, from when a manuscript comes in to final pages.

**What if I am only interested in one area of publishing?**

The internship has been designed to provide a general introduction to trade publishing. We are looking for interns open to exploring all publishing roles. This broad approach will be a great introduction, regardless of which direction the intern may ultimately pursue. For example, understanding sales is key for all editors.

**Who should a cover letter for the upcoming internship opportunity be addressed to?**

The cover letter should be addressed to Hachette Australia's CEO, Louise Sherwin-Stark, who will be leading the recruitment panel.



**What are you particularly looking for in the cover letter and letter of interest when applying for the internship?**

We do not require any prior publishing experience for this position, so passion and enthusiasm are key. Most importantly, we want to get a sense of what makes you tick and why you want to undertake this internship. What excites you about this opportunity? Why does publishing interest you? How do you think the skills you have gained in other areas of your life will assist you when completing the internship? Do you have a love of reading? Are you able to share your enthusiasm for certain books? Have you read any books published by Hachette? What have you learnt from visits to your local bookshop? What review coverage or social media prompts you to read a book?

**What will the process be for deciding the successful candidate?**

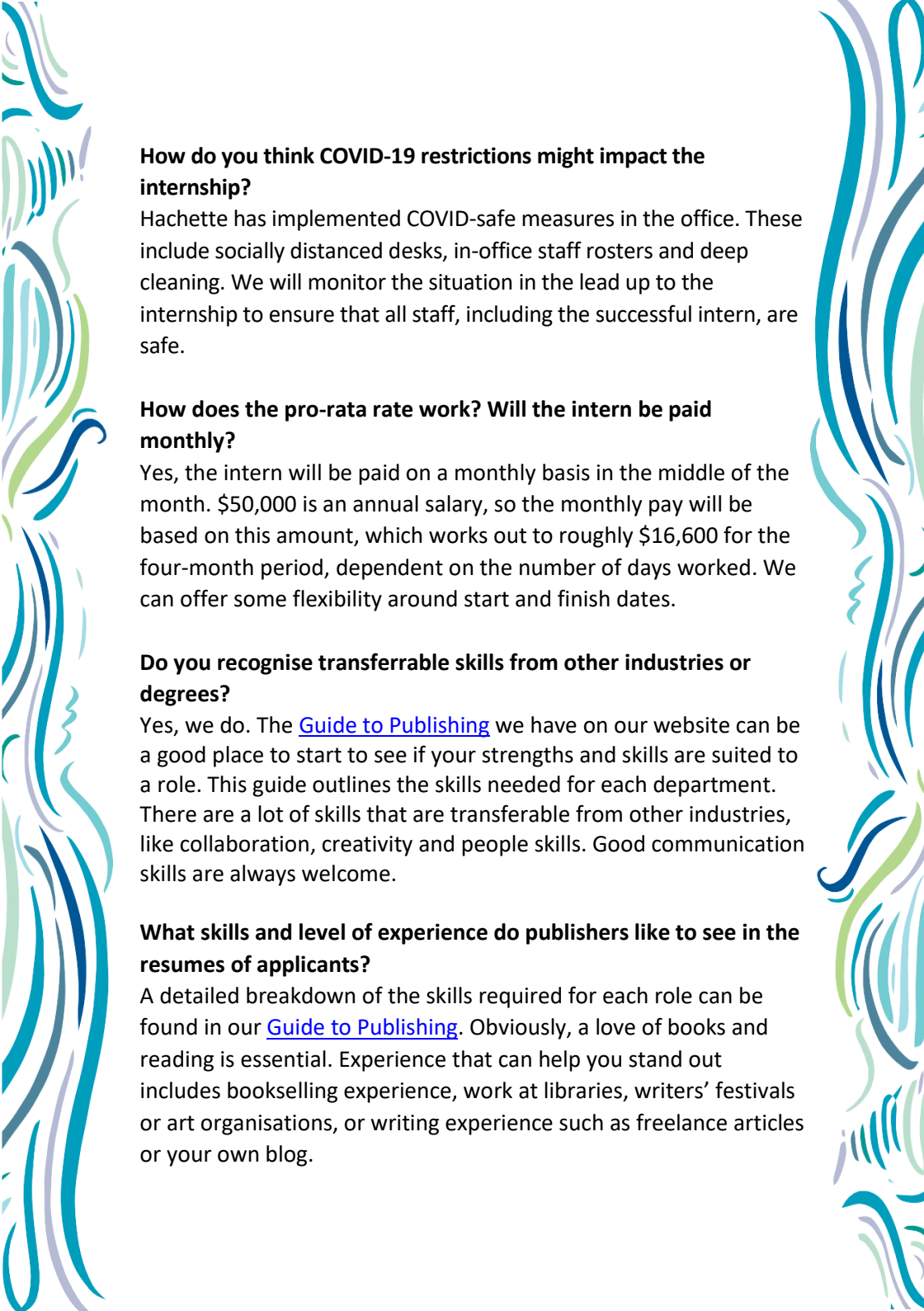
All applications will be read by CEO Louise Sherwin-Stark and Managing Editor Brigid Mullane. If a substantial number of applications are received, we may seek additional in-house readers. Shortlisted applicants will be contacted for an interview in October with Louise and Brigid.

**When are we likely to hear about the internship? Will we be told if we are unsuccessful?**

Applications close 30 September and we will be conducting interviews throughout October. Unsuccessful candidates will be contacted by 30 October.

**How will the interview be conducted?**

Interviews will be conducted in person or virtually, dependent on the applicant's location and COVID-19 restrictions.



### **How do you think COVID-19 restrictions might impact the internship?**

Hachette has implemented COVID-safe measures in the office. These include socially distanced desks, in-office staff rosters and deep cleaning. We will monitor the situation in the lead up to the internship to ensure that all staff, including the successful intern, are safe.

### **How does the pro-rata rate work? Will the intern be paid monthly?**

Yes, the intern will be paid on a monthly basis in the middle of the month. \$50,000 is an annual salary, so the monthly pay will be based on this amount, which works out to roughly \$16,600 for the four-month period, dependent on the number of days worked. We can offer some flexibility around start and finish dates.

### **Do you recognise transferrable skills from other industries or degrees?**

Yes, we do. The [Guide to Publishing](#) we have on our website can be a good place to start to see if your strengths and skills are suited to a role. This guide outlines the skills needed for each department. There are a lot of skills that are transferable from other industries, like collaboration, creativity and people skills. Good communication skills are always welcome.

### **What skills and level of experience do publishers like to see in the resumes of applicants?**

A detailed breakdown of the skills required for each role can be found in our [Guide to Publishing](#). Obviously, a love of books and reading is essential. Experience that can help you stand out includes bookselling experience, work at libraries, writers' festivals or art organisations, or writing experience such as freelance articles or your own blog.

**Will flexibility be offered to people who have commitments (i.e. childrearing responsibilities)?**

The internship is designed as a full-time program, but we can certainly be flexible for the right candidate.

**Is there any likelihood of getting a job at Hachette from the internship role?**

Our ambition is that the internship becomes a pathway to a permanent role in publishing, and indeed at Hachette, however a full-time position is not guaranteed.

**What advice would you give to someone who would like to enter the publishing industry, but has zero industry-related experience?**

There are lots of ways to connect with the publishing industry and gain an understanding of how it works. Follow publishers' social media accounts, go to book launches, attend – or volunteer at – writers' festivals, pay attention to the books that are winning prizes, regularly visit – or apply for a role at – your local bookshop, and most importantly read widely. All of these things demonstrate an interest in the industry.

**When employed by a publishing house, is it possible to move between the departments?**

Yes. Staff are able to apply for positions as they become available. There are also opportunities in-house such as mentorships, training and master classes, which help staff gain experience across departments.

**Do you hire freelancers and, if so, how are they hired?**

Hachette employs freelance editors to copyedit and proofread some titles. If you have experience in either of these areas, you can send your resume to [careers@hachette.com.au](mailto:careers@hachette.com.au). You may be asked to do a short copyediting test before you are added to our freelance database.



**Would a graphic designer be a good fit to work in production, as an alternative to book design?**

Absolutely! Having a background in graphic design would mean that you already have some really important skills and knowledge to work in production. More details about what a role in production includes are available in our [Guide to Publishing](#).

**What are you doing to address concerns that the publishing industry in Australia does not fairly represent people of colour?**

Hachette Australia aims to be the publisher and employer of choice for all people, regardless of age, faith, disability, race, gender, sexuality or socio-economic background. We know it's important that our staff represent the readers we publish for. With this in mind, we work with Hachette UK on a number of policies and initiatives designed to foster greater diversity and inclusion in the workplace. More details of these programs can be found [here](#) and details of our publishing initiatives, including our partnership with black&write!, can be found [here](#).

We hope that opportunities like the paid internship program will help to break down barriers of entry to publishing. If you have an initiative we can help amplify or a program that you think we will make a suitable partner for, please don't hesitate to get in touch with us.

**Publishing opportunities seem to be concentrated in Sydney and Melbourne. What opportunities are there in other states?**

The majority of publishers are located in Sydney and Melbourne, but there are publishers and writers' festivals in all other states. Follow their social media accounts and keep an eye on state-based writers' centres for opportunities. *Books+Publishing* is a popular site to advertise jobs in the industry. COVID-19 will open up more opportunities for people from other cities and states. Hachette plans to recruit with less emphasis on geography in the future.