






## CAPA LONDON SAMPLE INTERNSHIP LIST PUBLISHING



### INDUSTRY DESCRIPTION

London is home to an enormous breadth and depth of different publishing houses, large and small, spanning fiction, children's literature, magazines and all sorts in between. Traditionally, 'publishing' refers to the distribution of printed works such as books and newspapers. However, with the advent of digital information systems and the Internet, the scope of publishing has expanded to include electronic resources, such as the electronic versions of books and periodicals, as well as micropublishing, websites, blogs, video game publishers and the like. Students seeking a placement in Publishing should have excellent written and oral communication skills and a great attention to detail. Students should also be able to work independently when necessary and be able to manage a busy and varying workload.

### EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p><b>Agora Books</b></p> 	<p>Agora Books was established in 2015 as Ipsos Books, but rebranded in the summer of 2018 to Agora. It's a part of the Peters Fraser + Dunlop literary agency, which is an office of about 30, but we're a small but mighty team of three. We are a digital-first publisher that works mostly with fiction but occasionally dabbles in non-fiction. We publish around 48 books a year, 6-8 of those being front list.</p>
<p><b>Can of Worms Enterprises</b></p> 	<p>Can of Worms is a small independent book publishing company based in Kennington. They have a few different imprints, but their main sectors are travel literature, kids' books, and graphic novels.</p>
<p><b>Dennis Publishing</b></p> 	<p>Dennis Publishing is one of the world's leading independent publishers. Founded in 1974, the group consists of a number of operating companies in the UK, USA, Australia and India. As a privately held group of companies, the Dennis Group is dedicated to delivering what customers and advertisers want. It is one of the world's fastest growing, independently owned media companies publishing over 70 magazines, digital magazines, Magbooks, websites, apps and mobile sites in the UK.</p>

<p style="text-align: center;"><b>National Literacy Trust</b></p> 	<p>One person in six in the UK is held back by poor literacy skills which compromise employability, health, confidence and happiness.</p> <p>The National Literacy Trust is a charity dedicated to raising literacy levels in the UK. We were founded in 1993 and our patron is Her Royal Highness the Duchess of Cornwall. We work to improve the reading, writing, speaking and listening skills in the UK's most disadvantaged communities, where up to 40 per cent of people have literacy problems. Our research and analysis make us the leading authority on literacy and drive our interventions. Because low literacy is intergenerational, we focus our work on families, young people and children.</p> <p>Students support the school team and education and employment and publishing teams.</p>
<p style="text-align: center;"><b>Reaktion Books</b></p>  <p style="text-align: center;">REAKTION BOOKS</p>	<p>Reaktion Books is an independent publisher based in Clerkenwell, London. Reaktion was founded in 1985 in Edinburgh, and moved to London in 1987. In recent years Reaktion's list has broadened substantially, and now also encompasses animal studies, Asian art and culture, biography, cultural studies, current events, fashion, film, food history, geography, general history, philosophy, photography, politics and sports history. Reaktion now produces around 60 new titles each year, and has more than 400 titles in print.</p>

### POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

**Checking Artwork**

**Event Support**

**Marketing**

**Marking Up Layouts**

**Office Administration**

**Press Releases**

**Proof-reading**

**Reading & Assessing Manuscripts**

**Social Media Development**

**Website Content Development**

### TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

**Accuracy & Attention to Detail**

**Creativity & Imagination**

**Good Oral & Written Communication Skills**

**Initiative & Responsibility Organisation**

**Organisation**

**Presentation Teamwork**

**Strong Interpersonal Skills**

**Teamwork**

## **PERSONAL PROFESSIONAL DEVELOPMENT**

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Managements and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
10. **Career Based or Vocational Skills:** The development of specific knowledge or abilities related to an occupation.