

Editorial Intern

Department	Editorial
Position Title	Editorial Intern ED101
Location	Glenview, IL
Type	Full or Part-time, Paid, Unpaid, and/or Credit Internship
Date of Opening	09/07/2009 or later

Summary:

Editorial interns get a firsthand look at the educational publishing and development industry. Interns will learn from and interact with editors who create, manage, coordinate, and run projects. Unique to Shakespeare Squared, not only will the interns work often with the different aspects of editing, but they may also have the opportunity to contribute their own writing to our projects. Summer 2008 interns had the opportunity to develop test passages for more than one project.

Key responsibilities include:

- Editorial tasks – e.g. copyediting, content editing, leveling, proofreading, writing, fact-checking, and correlating
- Research for fact-checking, standards, and future projects
- Working and communicating with freelance team members
- Understanding and working with national and state curriculum standards
- Administrative support and related office responsibilities

Required skills, education, and experience:

- Strong background in English (writing, grammar, editing, proofreading)
- Dedication to detail, quality, and professionalism, as well as a desire to learn from experience
- Ability to meet deadlines and multitask; responsible and dependable
- Computer proficiency in Microsoft Office: Word, Excel, and Power Point
- Experience in teaching or writing educational curriculum is a plus, but not necessary
- Currently enrolled undergraduates or recent graduates with majors in Education, English/Writing, Publishing, Communication, or Foreign Language are preferred but not required. Candidates with math, social studies, or science majors are also invited to apply.

Compensation and benefits:

We offer both paid and unpaid internships, as well as internships for academic credit. If the intern would like academic credit for the internship, internship requirements must be provided at the time of interview. Applicant must be eligible to work in the U.S. All necessary training will be provided at the beginning of the internship program.

To apply:

Please email your resume and cover letter to Beth Carroll at BCarroll@shakespearesquared.com. In your email, please indicate the position title you are applying for and the amount of time you have available this fall. For further information, please visit our Web page at www.shakespearesquared.com.

Project Management Intern

Department	Project Management
Position Title	Project Management Intern PM 102
Location	Glenview, IL
Type	Paid, Unpaid, and/or Credit Internship
Date of Opening	09/07/2009 or later

Summary:

Project Management interns will be given the opportunity to learn how to schedule and plan publishing projects, interact with editors, work with freelance teams, organize and track projects to meet deadlines, contact clients and project teams, and give and take direction. With the growth of the company, there is a constant need for further project management. Summer 2008 interns had the opportunity to work on multiple thousand page Spanish/ English projects, where they were responsible for editing, compiling, minor translation, and managing progress of the project.

Key responsibilities include:

- Sorting and compiling sections of projects for approval
- Keeping schedules of due dates
- Choosing and working with freelancers for specific projects
- Updating contact databases
- Ensuring that project requirements have been successfully fulfilled before sending to the client
- Basic editorial tasks - i.e. editing, proofreading, writing
- Administrative support and related office responsibilities

Required skills, education, and experience:

- Dedication to quality and professionalism
- Desire to learn from experience
- Strong English and communication skills
- Focused and responsible
- Open-minded, flexible, and hard-working
- Computer proficiency in Microsoft Office
- Currently enrolled under-graduates or recent graduates with majors in Business, Management, Communication, Publishing, or Education are preferred but not required.

Compensation and benefits:

We offer both paid and unpaid internships, as well as internships for academic credit. If the intern would like academic credit for the internship, internship requirements must be provided at the time of the interview. Applicants must be eligible to work in the U.S. All necessary training will be provided at the beginning of the internship.

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Human Resources Intern

Department	Human Resources
Position Title	Human Resources Intern HR104
Location	Glenview, IL
Type	Unpaid, and/or Credit Internship
Date of Opening	09/07/2009 or later

Summary

Human Resource interns will get the unique opportunity to help a growing company develop its Human Resources department to keep up with the expansion of the staff and services. Not only will interns get hands-on opportunities to handle HR responsibilities, but they will leave a lasting impact by contributing to the foundation of a growing company. Summer 2008 interns researched and wrote company policies regarding sexual harassment and bereavement, and they assisted in the recruitment of future interns.

Key responsibilities include:

- Provide help in addressing interoffice issues
- Help with the organization of the internship program
- Assist in recruiting, setting up interviews, and preparing paperwork as part of the hiring process
- Research and help develop workplace policies, applying the laws and regulations that apply to each
- Promote and help administer employee benefits
- Research and explore the establishment of relationships with online recruitment organizations
- Administrative support and related office responsibilities

Required skills, education, and experience:

- Dedication to quality and professionalism, as well as the desire to learn from experience
- Ability to multitask; hard-working and dependable
- Ability to take direction
- Strong oral and written communication skills
- Computer proficiency in Microsoft Office
- Currently enrolled undergraduates or recent graduates with majors in HR, Management, Business, Communication, Law, or Psychology are preferred but not required.

Compensation and benefits:

We offer both paid and unpaid internships, as well as internships for academic credit. If the intern would like academic credit for the internship, internship requirements must be provided at the time of the interview. Applicants must be eligible to work in the U.S. All necessary training will be provided at the beginning of the internship.

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Publishing Company Start-up Intern

Department	Shakespeare Squared, the Shakespeare Squared Foundation and UpGrade Education
Position Title	Publishing Company Start-up Intern PC 106
Location	Glenview, IL
Type	Paid, Unpaid and/or Credit Internship
Date of Opening	09/07/2009 or later

Summary

The Publishing Company Start-Up Internship is a great opportunity to learn about the many facets of educational publishing. Interns will work on various tasks for all three of the sister companies: Shakespeare Squared, the Shakespeare Squared Foundation and UpGrade Education. Interns will have the opportunity to learn the basics skills of editing, project management, human resources, business development, and marketing that are necessary when building a publishing company. Summer 2008 and Spring 2009 interns wrote sections of business proposals that were sent to prospective clients, identified and secured public relations opportunities, and were given the chance to create and run their own internal communications campaign.

Key responsibilities include:

- Editorial and Design tasks – i.e. copy editing, proofreading and writing
- Market research and analysis for consideration of future projects and company divisions
- Advertising and Public Relations support
- Product Conception
- Researching information on educational products and trends
- Applying research in writing proposals
- Creating and expressing ideas for products and improvements
- Administrative office duties

Required skills, education, and experience:

- Background in education is a plus, but not necessary
- Technological proficiency – future projects may include video or mass communication
- Strong English and writing skills
- Computer efficiency in Microsoft Office
- Dedication to quality and professionalism, as well as a desire to learn from experience
- Currently enrolled undergraduates or recent graduates with majors in English, Journalism, Communications, Business, Marketing, Management, or Publishing is preferred but not required

Compensation and benefits:

We offer both paid and unpaid internships, as well as internships for academic credit. If the intern wishes to receive academic credit, internship requirements should be provided at the time of the interview. Applicants must be eligible to work in the U.S. All necessary training will be provided at the beginning of the internship.

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Social Media and Search Engine Optimization Intern

Department	Shakespeare Squared Foundation
Position Title	Search Engine Optimization Intern SEO 107
Location	Glenview, IL
Type	Paid, Unpaid, and/or Credit Internships
Date of Opening	09/07/2009 or later

Summary:

The newest division of Shakespeare Squared, S2EO, focuses on the social media and search engine optimization market. S2EO caters to clients looking for premium content to provide the best SEO metrics for their site, and improve their metrics through social media campaigns. Interns in the S2EO division will get hands on experience analyzing the metrics of specific sites, learning the everyday processes behind search engine optimization, how to make social media work in a business setting. They'll also enter in during the ground stages, allowing them to watch the division grow and improve.

Key Responsibilities:

- Review client Web site metrics through site traffic analysis
- Assist in social media campaigns for clients
- Write and edit blog entries
- Generate reports regarding the status of the project
- Provide market, client and business development research
- Aid in the formations of case studies
- Create, write, and design marketing materials client presentations, proposals and marketing plans
- Administrative office responsibilities

Required skills, education, and experience:

- Basic knowledge of search engine optimization
- Knowledge of various social media networks (Blogs, Twitter, Facebook, Ning, etc)
- Strong computer skills
- Technological proficiency
- Strong English and writing skills
- Strong research and analytical skills
- Dedication to quality and professionalism, as well as a desire to learn from experience
- Currently enrolled undergraduates or recent graduates with majors in Computer Programming or a similar technology related degree, Communications (Marketing, Advertising, Journalism, Writing) are preferred but not required.

Compensation and benefits:

We offer both paid and unpaid internships, as well as internships for academic credit. If the intern would like academic credit for the internship, internship requirements must be provided at the time of the interview. Applicants must be eligible to work in the U.S. All necessary training will be provided at the beginning of the internship.

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