



The Canadian Children's Book Centre

MAGAZINE INTERN

Canadian Children's Book News/Best Books for Kids & Teens

Toronto, ON

Start date: October 21, 2019

JOB SUMMARY

The Canadian Children's Book Centre seeks a paid intern for a four-month term from October to February, 2020. This full-time, contract position in our Toronto office is an opportunity to gain invaluable experience in the magazine industry, expand your network of contacts and develop your skills through on-the-job training.

ABOUT THE CANADIAN CHILDREN'S BOOK CENTRE

The Canadian Children's Book Centre (CCBC) is a national, not-for-profit organization founded in 1976. We are dedicated to encouraging, promoting and supporting the reading, writing, illustrating and publishing of Canadian books for young readers. Our programs, publications, and resources help teachers, librarians, booksellers and parents select the very best for young readers.

At the heart of our work at the Canadian Children's Book Centre is our love for the books that get published in Canada each year, and our commitment to raising awareness of the quality and variety of Canadian books for young readers.

Our programs, such as [TD Canadian Children's Book Week](#) and the [TD Grade One Book Giveaway](#), are designed to introduce young Canadian readers not only to the books all around them, but to the authors and illustrators that create them. Our quarterly magazine [Canadian Children's Book News](#) and the semi-annual [Best Books for Kids & Teens](#) selection guide are designed to help parents, librarians and educators discover the world of Canadian books and to help them to select the best reading material for young readers.

MAIN RESPONSIBILITIES

Supported by the Program Coordinator, in this position, you will:

- Analyze the readership of both magazines and develop new strategies for increasing readership and circulation.
- Develop marketing plan for both magazines to increase readership and visibility.

- Create content for a new, online magazine platform.
- Copyedit and proofread issues of the magazines.
- Take on other duties as assigned.

REQUIREMENTS

The ideal candidate will have:

- Excellent written and verbal communication skills.
- Ability to write, edit and proofread effectively.
- Comfortable with technology and can pick up new programs easily.
- Knowledge of and enthusiasm for books—especially books for children and teens—and a background in publishing an asset.
- Excellent time-management and organizational skills, and ability to handle multiple projects at once.
- Self-starter, able to take initiative and work independently, as well as collaboratively.
- Good problem solving, decision-making and critical thinking skills.

What we offer:

The Canadian Children's Book Centre offers a pleasant work environment at our national office, located at Yonge and Eglinton in Toronto. You will gain knowledge and experience working first-hand with our program coordinator, magazine editors and advertising manager. Through the surveys and analysis of our circulation, you will network with professionals within the industry, including authors, illustrators and publishers.

How to apply:

Please send a covering letter and resume, in confidence, to Shannon Howe Barnes at shannon@bookcentre.ca by September 30, 2019

The Canadian Children's Book Centre is an equal opportunity employer committed to diversity and welcomes all interested parties to apply. Accommodations are available on request for candidates taking part in all aspects of the selection process. We sincerely thank all those who apply, however only those considered for an interview will be contacted.

The Canadian Children's Book Centre
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