Hal Leonard Performing Arts Publishing Group

Title: Book Publishing/Web Internship

Location: Montclair, NJ

Job Type: Co-op/Internship

Compensation Type: Hourly  Wage: $10/hr, 24 hours per week


Job Description: Hal Leonard Performing Arts Publishing Group seeks a creative, motivated, and well-organized temporary intern to perform various unspecialized digital tasks related to the launch of a new website. This is a paid position that can also be taken for college credit. You will assist in the development and modification of data and content relating to trade books on music, theater, and film. Learn first-hand while building your own skills.

Primary Responsibilities:

- Assisting with the modification of metadata
- Migrating images from a devoted server to the new site
- Curating and highlighting our book catalogue

Qualifications:

- Solid computer, web, and social media skills
- Excellent written and verbal communication skills
- Well-developed organization skills
- Creative, energetic, and motivated for success
- Attention to detail; ability to prioritize
- Knowledge of or interest in book publishing and/or the performing arts

Application Instructions: Please send resumes to wseeley@halleonard.com.