



AB | Book Design
DA | Internship

Role: ABDA Baseline Book Design Intern (full-time, 5 days a week)

Location: Sydney

Hours: Regular office hours, 9am–5.00pm

Duration: 4-week contract, but flexible part-time option too

Date of internship: 2024, with specific dates to be negotiated

Salary: \$1250 per week, including superannuation

Requirements: Graphic design folio and cover letter addressing the key selection criteria – no CV or academic records required

How to apply: Email your folio and cover letter to info@abda.com.au

Application closing date: 5pm, Tuesday, 31 October 2023

About the internship

This is a new paid internship aimed at fostering cultural diversity in the Australian book design community and training the next generation of Australian book designers. It aims to provide a well-rounded introduction to the industry and create practical and sustainable pathways towards long-term careers for aspiring professionals. The 2024 Baseline program will offer one paid placement in Sydney (see Appendix 1 for host organisation).

Successful applicants will gain valuable in-house experience across a range of book and marketing design tasks.

Throughout the program, the intern will be supported by a contact person who will guide and support them through their internship. They will also receive training during their first week of the program to learn about the industry and their host company.

Applications are strongly encouraged from people from a range of cultural and linguistic backgrounds. While the internship is an entry-level position, ABDA does not equate this with youth or inexperience, and there is no upper age limit for applicants.

What successful applicants won't need:

- Proof of a school leavers certificate or university degree qualification
- Previous experience in bookselling and/or the publishing industry

What successful applicants will need:

- A keen interest in books and reading
- An eagerness to learn and immerse themselves in all aspects of book design
- The ability to work collaboratively
- Good communication and problem-solving skills
- To be aged 18 years or over
- Availability to work in Sydney, predominantly in an office (applicants are kindly asked to provide details in their application form regarding access requirements)
- A folio of graphic design work (to demonstrate personal aesthetic)
- A cover design for a book of your choosing could be included, but is not essential
- A sound knowledge and understanding of Adobe Creative Suite programs (primarily Photoshop, Illustrator and InDesign, but After Effects and Premiere Pro would be a bonus)

Key learning opportunities:

- Gain valuable experience with design, marketing and pre-press staff, including ideation and research, timeframes, presenting concepts, setting up files for print or digital, and licensing fonts and/or images for use
- Learn about the differences between fiction/non-fiction/children's book genres and how to best approach designs for each
- Meet a range of people in the industry and ask questions
- Gain experience at a publishing company and learn how to navigate a professional workplace. Learn about the variety of roles within publishing including editorial, marketing, sales, digital and more

Responsibilities/Tasks

May include:

- Attending design team meetings and contributing to constructive feedback on other designers' work, as well as presenting your own concepts for critique
- Attending cover design meetings and creating print/digital materials for presentation
- Reading manuscripts and researching images for cover ideas
- Creating full-cover artwork and sending them to print
- Assisting marketing designers with the creation of social media assets, animations, digital advertising or print-ready artwork for retailers

Key selection criteria

Applications will be considered on the basis of:

- The applicant's interest in the Australian publishing industry
- The applicant's enthusiasm for books, reading and design
- The applicant's eagerness to learn new things and work cooperatively with others
- The applicant's communication and problem-solving skills
- The applicant's graphic design folio as an accurate demonstration of their personal aesthetic
- The potential impact the internship will have on the applicant's future career, including considerations around existing barriers to entry within the industry

Application Process

Successful applicants will be selected based on their performance across two application rounds:

- Round one: Review of graphic design folio
- Round two: A panel interview with the selection committee (2 members of ABDA and 2 members of the host organisation)

Terms and Conditions

Please read and consider these terms carefully prior to filling out the application form:

- Applicants must be over the age of 18, be an Australian citizen or permanent resident, and have the ability to work in NSW
- Applicants must be able to make themselves available 5 days a week for the specified duration of the internship
- Applicants must be able to work predominantly in an office at the designated organisation, unless there is an existing reason why the selection committee should consider a remote or part-time internship (e.g. accessibility requirements)
- Applicants must be available for a Zoom interview in the week commencing November 30
- All decisions made by the selection committee are final and individual feedback will not be provided, unless at the committee's discretion
- Participants agree to make themselves available for a meeting via Zoom with the selection committee to evaluate the program upon completion of the internship

Appendix 1

2024 ABDA BASELINE HOST ORGANISATION

 **HarperCollins Publishers**
harpercollins.com.au

HarperCollins Publishing Australia is the second-largest trade publishing company in Australia, with a publishing program that spans a broad range of categories across both adult and children's books, from multi-award-winning and bestselling authors, both locally and internationally, to cutting-edge debut authors. The company consists of HarperCollins Adult Books, HarperCollins Children's Books, ABC Books and HQ, and it is the proud home to many of Australia's biggest names in literature, past and present. HarperCollins Australia was voted 'Publisher of the Year' in 2018.