



Internship Application

Mend My Dress Press

Mend My Dress Press is a small publishing house and zine distro currently focusing on printing and distributing zine anthologies, zines, and independent works.

Part 1

Duties

Research potential zines for distribution, review and write zine reviews and descriptions for distros, fulfill mail orders, proof-reading and editing manuscripts, research and correspondence with independent bookstores and record stores for potential book and zine distribution, social media site maintenance, design assistance, scanning, assist working with printers, assist in event organizing, inventory maintenance.

Requirements

Passion and commitment to zines and independent publishing, background in zines, editing, creative writing or graphic design or media studies. Fluency in second languages/ translation skills a plus. Prior work in publishing a plus. We do not require interns to be enrolled in school, however, if you are enrolled in school and wish to receive credit for your internship, please just let us know. We are happy to work with you to meet your schools internship requirements.

All interns must be 18+. If you are under 18 (or over 18 but don't want to commit to an internship) and would like to volunteer with us, please e-mail us, we would be glad to have your help.

Specifications

Interns are asked to work a minimum of 20 hours a month (between work at the office, take-home projects and hours worked remotely at events, etc). Internships last between 2-4 months and applications are accepted on a rolling basis. Internships are unpaid, though occasional travel expenses may be reimbursed.

Please note that in-office work will be completed in Tacoma, WA. The office is located in a shared residential space, is home to two rabbits and a grouchy feline and is located in an attic. If you are not able to work in an area with rabbits or felines, or are concerned about accessibility, please indicate this in your application and we will work to make alternative arrangements.

Mend My Dress Press does not discriminate against any applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.

Please send application and resume to MendMyDressPress@gmail.com or the below address if you are interested in applying.

Part 2

Name:

Age:

Location:

Phone:

E-mail address:

Requested duration/ dates:

Is this for school credit: Yes No

Why do you want to intern with Mend My Dress Press?

What is your history with zine/ zine culture?

Why do you believe zines and zine anthologies are important?

Describe your experience, if any, with independent or small publishers:

Please take a look at our [website](#) and [store](#) (titles, mission, etc). What do you think is successful and unsuccessful? Would you recommend any changes?

Please indicate areas you are most interested in:

Distro maintenance

Print design

Social Media/ Web site maintenance

Editing/ proof-reading

Publishing

Marketing

Events/ outreach