



Digital Ops Intern

Responsibilities:

Support innovative Consumer Digital Strategy Business group in the drastically changing landscape of book publishing.

1. Web Content Production and Management: Traffic, produce and support General Books Group and Children's Book Group online content for internal and external web sites, i.e. retailers, social media
 - a. Run reports to identify front list titles missing key assets
 - i. Special emphasis on Back list titles missing Chapter Excerpts
 - b. Locate, copy & download content from DAM assets
 - c. HTML code to spec and upload to proprietary back end web interface
 - d. Help manage 98% online content completion goal
2. Browse Inside: Traffic and service assets for the Digital Warehouse to ensure all deadlines are met for various Browse Inside programs.
 - a. Run reports and update master excel files

Qualifications:

- Must be proficient in Microsoft Word and Excel
- Basic HTML, Photoshop, InDesign and Quark skills a plus
- Excellent written & verbal communication skills
- Ability to thrive in a fast paced environment