

## **Consortium Book Sales & Distribution**

Where Independent Publishers Live

[www.cbsd.com](http://www.cbsd.com)

### **Our History:**

Consortium grew out of a small book wholesaling cooperative in 1985 to become a full-service book distributor. We quickly earned a reputation as an advocate for independent publishers. As our reputation and expertise grew, so did our publisher base.

Our current list of publishers illustrates our continued commitment to our literary roots. In addition, we continue to nurture key subject areas such as politics, current affairs, popular culture, fiction, and poetry, along with a wide variety of other categories.

Our goal is to foster a vibrant community of independent publishers by distributing a diverse selection of thought-provoking books to the widest possible audience.

### **Sales Internship:**

Sales is not a dirty word! Before a book is in your hands, it goes through many levels of “sale” that determine (among other things) where in the store you found it. Publishers have to excite their sales reps, who in turn have to excite booksellers, who, in the end, make their recommendations to you. In a tale of two books, otherwise equal, one is put face out and sells while the other collects dust. Our salesmanship can make all the difference. With books, sales can be about passion—taking a book you love and succinctly communicating that enthusiasm is an art. If you have aspirations as a writer, this internship will give you invaluable insight into how the world you wish to join works.

### **Projects include but are not limited to:**

- Attend presales and new publisher visits
- Attend meetings: hot title, monthly sales & marketing, and all-company meetings
- Assist with research and content development of pitch letters sent to booksellers and reps
- Assist with processing seasonal sales rep reports (learn what booksellers really think!)
- Assist with new account queries
- Assist with event orders and tracking
- Assist with sales materials and reporting (valuable Excel knowledge to be gained here)

### **Requirements of the position include:**

- Curiosity about publishing and a love of books
- Strong personal initiative along with the ability/willingness to work independently and ask a lot of questions
- Willingness to work with several departments on multiple projects
- Ability to organize and prioritize work, and to meet deadlines
- Excellent verbal and written communication skills
- Basic familiarity with Microsoft Office: Word and Excel

### **Immediate Supervisor:**

Trade Sales Manager

Availability: 4–6 months; Time requirement: 12–15 hours per week

### **Compensation:**

Unpaid, but rich in résumé-building experience! We also work with institutions to grant academic credit.

To apply, please spend time on our website, [www.cbsd.com](http://www.cbsd.com), then send a letter of introduction and résumé to:

Ruth Berger, Trade Sales Manager

[rberger@cbsd.com](mailto:rberger@cbsd.com)