



## Career Opportunity

Job Title: Foreign Rights Intern

Job Location: London, UK

Quarto is looking for a highly organised intern interested in learning about Foreign Rights to join our London team for 3 months.

The Quarto Group is the leading global illustrated book publisher and distribution group and is listed on the London Stock Exchange. Combining the might of a major and the creativity of an independent, Quarto creates more than 600 adult and children's books a year. These books are sold by the Quarto Foreign Rights team into more than 45 countries and in more than 35 languages.

Assisting our children's rights team, your duties will include maintaining and updating book stocks and databases, keeping the team updated with material and information on new titles, creating marketing tools and assisting with the preparation for customer meetings.

You will finish the internship having gained experience in various aspects of publishing and the world of Foreign Rights in particular.

We are looking for someone with:

- an eye for detail as you need to process and record a large amount of data and material accurately
- great organisational skills as you need to manage multiple projects, priorities and be able to collaborate effectively with internal colleagues
- excellent verbal and written communication skills and a good knowledge of Microsoft Office
- an interest in learning new skills

The position begins in early May 2020. This is a paid internship and you will be expected to work around 35 hours a week. We currently work a flexible combination of office and home-based working hours and follow government guidelines. More office attendance will be expected as the lockdown rules soften.

If you feel like you meet the above requirements, we would love to hear from you! Please send a full CV and letter of application to Violette Nico [violette.nico@quarto.com](mailto:violette.nico@quarto.com).

Note we will only respond to candidates selected for interview.

Quarto Publishing plc. is committed to a policy of equal opportunity and treatment, ensuring an inclusive and diverse environment.