

Paperbacks Internship – Fall 2019 & Spring 2020 (Princeton, NJ)

Princeton University Press's paperbacks program brings out the treasures of the backlist in an up-to-date and affordable format. The Paperbacks Internship provides an opportunity to become familiar with, and to participate in, the tasks which go into acquiring, producing, marketing, and publicizing paperback books for a major university press.

The Paperbacks Intern reports to Paperbacks Manager on a day-to-day basis, and to the Editor for Paperbacks Publishing for overall supervision and coordination. The Paperbacks Intern also works closely with a member of each of the major departments of the Press to support the publishing of distinctive and outstanding paperback books. Specific responsibilities include:

- Evaluating author manuscripts and requested corrections
- Readying files for transmittal to production, for copyediting, and for typesetting
- Proofreading typeset interior pages and book covers
- Tracking and recording the book's progress using our in-house database
- Researching the status of already-published book files
- Conducting research related to various books for marketing purposes
- Researching and updating contact information for media personnel in the database

Interns must commit to working 15-20 hours every week in the Princeton, NJ office and will be paid \$10 per hour for the Fall 2019 semester. For Spring 2020, the pay rate will be \$11 per hour.

Position Requirements

- Must be attending a two- or four-year college or university and at least 18 years old.
- Post-graduates will also be considered.
- Possess basic computer skills in Word and the Internet and be familiar with databases.
- Possess basic familiarity with common social media platforms.
- Must possess strong organizational skills, verbal and written communication skills, and interpersonal skills.
- Must be detail-oriented and flexible, with excellent problem-solving abilities.
- Ability to work well both independently and with others; ability to synthesize feedback.

To Apply:

The deadline for applications is Sunday, August 4th. We are seeking applicants who can begin the internship the Fall 2019 semester and continue working the semester of Spring 2020. However, we will also accept applications for only Fall 2019 or Spring 2020. For applicants who can work only 1 semester, indicate the specific semester in cover letter.

Applications will only be accepted in Microsoft Word or Adobe PDF formatting. Please send a Cover Letter and Resume to resumes@press.princeton.edu, and indicate both the semester you would like to intern and the position for you are submitting an application.

We thank all applicants; however, only short-listed candidates will be contacted for interviews.

EOE/AA/M/F/D/V

Princeton University Press is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

PUP Publishing Internships

Princeton University Press is proud to offer competitive publishing internships in several department areas, including editorial; graphic design; publicity and sales, and production. Internships are offered during the spring, summer, and fall semesters (not all departments offer internships for every semester—see below for details). **Respective internships will be posted when recruiting begins per department. Click on the link for the internship posting for details and guidance on how to apply.**

In the internship program, students observe firsthand the inner workings of a major university press and learn about all aspects of the publishing industry. **Interns must commit to working at least 15 hours every week (unless specified otherwise by the department) and will be paid \$10 per hour. For summer interns who are relocating at least 60 miles, a housing stipend of \$1500 (minus applicable taxes) will be provided.** The duration is variable, depending on each intern's respective academic schedule.

The perks of being a PUP intern!

- Robust orientation program which introduces interns to the Press and to publishing in a concrete way.
- Informational sessions and Q&A's about the different departments at the Press, presented by PUP employees. Through these sessions the intern is able to get a feel for the processes and complexity involved in acquiring a manuscript, taking it through production to a published book, and then marketing, publicizing and selling the book.
- Attendance at all large meetings is highly encouraged where interns gain insight into decision-making processes. Meetings include our seasonal press-wide book launch and sales conference, as well as weekly meetings covering new acquisitions and marketing plans.
- Supervisors who act as mentors, providing support and advice, and who work to further the intern's appreciation and understanding of academic publishing.
- Celebratory lunch at the end of the program with interns, Press colleagues, and a member of PUP's senior management.

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