

*Publishing Internships – Fall 2019*

Princeton University Press (PUP) is proud to offer competitive publishing internships in several department areas, including editorial, production, promotions and sales.

In this 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 15 hours every week and will be paid \$10 per hour.**

The specific start and end date for PUP fall internships 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.

To Apply:

***The deadline for applications is Sunday, July 21<sup>st</sup>.***

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

**For the Fall 2019 session, we are currently only accepting applications for internships in the following departments: Editorial, Production & Textbook Promotion/Marketing.**

Applications will only be accepted in Microsoft Word or Adobe PDF formatting. Please send a Cover Letter and Resume to [resumes@press.princeton.edu](mailto:resumes@press.princeton.edu), and indicate which department(s) you are applying for an internship.

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.*

## Department Internship Descriptions for Fall 2019

### ***Editorial Internship***

Editorial Interns work closely with Editorial Assistants, Editorial Associates, and Assistant Editors to support editors in the signing, developing, and publishing of distinctive and outstanding books. The position is an opportunity to become familiar with, and to participate in, the tasks which go into acquiring books for a major university press. Responsibilities include conducting art research for interior images, conducting research for textbooks (such as looking up syllabi), drafting reader fee forms and check requests, ordering complimentary copies to send to readers and authors, and ensuring authors, readers, and endorsers receive photocopied manuscripts and page proofs in a timely manner. The Editorial Intern reports to a designated Editorial Associate on a day-to-day basis, and to the Editorial Manager for overall supervision.

### ***Position Requirements***

- Must be at least 18 years old; attending a two or four-year college or university and at least 18 years old.
- Must possess superior communication skills, both written and verbal.
- Must be detail-oriented, organized and meticulously compliant with set procedures.
- Possess basic computer skills in Word and the internet. It is helpful to be familiar with databases and programs such as Access, Outlook, Excel, and Adobe.

### ***Production Internship***

The Production department manages manuscripts through copyediting, typesetting and design, and proofreading. The production intern works closely with production editors to support the production process. Interns interact with the production editors, and with members of other departments, such as designers, production coordinators, acquisitions editors, and sales and marketing personnel. Responsibilities of the production intern may include logging in art for new manuscripts, completing the design check on templated books, copyediting indexes, quality reviews of ebooks, applying for Cataloging in Publication data from the Library of Congress, and checking cover and jacket digital proofs as appropriate. The production intern reports to a designated Senior Production Editor on a day-to-day basis, and to the Associate Managing Editor for overall supervision and coordination.

### ***Position Requirements***

- Attending a two or four-year college or university and at least 18 years old.
- Basic computer skills in Word and the internet.
- Superior communication skills, both written and oral.
- Detail-oriented, organized, and flexible, with excellent problem-solving abilities.
- Ability to work well both independently and with others; able to synthesize feedback.

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### *Textbook Promotion Internship*

The Textbook Promotions department creates and carries out direct-marketing campaigns associated with the publication of textbooks and supports the efforts associated with course adoption. The Textbook Promotions Intern assists with multiple aspects of these direct-marketing campaigns, including mailing-list research, order entry, customer service, updating the textbook promotion manual, and providing administrative support. Responsibilities include fulfilling requests for examination copies of books; and completing all other duties as assigned or requested for the general support of the Marketing Department. The Intern will have the opportunity to attend all related meetings and partake in Press-wide activities, including Internship events. The Textbook Promotions Intern reports to the Senior Text Promotion Manager.

#### *Position Requirements:*

- Must be attending a two-year college or university with a strong concentration, or major, in the humanities, preferably English, Marketing, or Communications.
- Must be at least 18 years old.
- Must possess strong organizational skills, verbal and written communication skills, and interpersonal skills.
- Must be proficient in Microsoft Office (particularly Outlook, Email, and Excel) be comfortable with research and creating mailing lists.
- Must be detail-oriented and able to multi-task.

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