

Publishing Internships – Spring 2020

Princeton University Press (PUP) is pleased to offer 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 will be paid \$11 per hour.**

Scheduled work hours (total 15 hours per week) and the specific start and end date for PUP fall internships are flexible, depending on each intern's respective academic schedule.

The perks of being a PUP intern!

- Office and administrative experience that will introduce interns to the Press and to publishing in a concrete way.
- Informational sessions and Q&As about the different departments at the Press, presented by PUP employees.
- Writing and professional development workshops to support the acquisition of skills useful to pursuing future careers in publishing, scholarly communications, academia, or other writing-related fields.
- Opportunity to attend meetings to gain insight into editorial, marketing, design, and sales-related decision-making processes.
- 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 Press colleagues and a member of PUP's senior management.

To Apply:

The deadline for applications is Tuesday, 11/19.

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

For the Spring 2020 session, we are currently accepting applications for internships in the following departments: Editorial, Promotions/Publicity, Sales, & Textbook Promotion/Marketing.

Applications will only be accepted in Microsoft Word or Adobe PDF formatting. Please submit to our recruiting website (URL listed below) a cover letter and resume and indicate which department(s) you are applying for an internship in the cover letter. We recommend that you look on the Princeton University Press website to find one of our books that feels meaningful to you. Mention the book in your cover letter and explain why you chose it.

INTERNSHIP DIRECT APPLY URL:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=16697&clientkey=974A67DA17E8D95AE1C19CF4D8426F23>

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 Spring 2020

Editorial Internship

Editorial Interns support Editorial Assistants, Editorial Associates, and Assistant Editors in performing office and administrative tasks involved in the signing, developing, and publishing of distinctive and outstanding books. Primary responsibilities include processing advance and fee payments; drafting and mailing form letters; ordering complimentary copies to send to readers and authors; drafting and compiling materials for dossiers for Editorial Board approval; and mailing manuscripts, page proofs, and books to authors, readers, and endorsers. Interns may also have opportunities to take on other tasks, such as reading and evaluating proposals under consideration for publication, filling out permissions logs and conducting permissions research, researching and contacting potential peer reviewers, or other special projects. 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.
- Must be attending a two or four-year college or university, graduate school, or be a recent college graduate.
- Must possess excellent communication skills, both written and verbal.
- Must be detail-oriented, organized, and attentive to established procedures.
- Possess basic familiarity and proficiency with Microsoft Office.

Promotions Internship

The Promotions department works with the media to generate coverage of PUP books through reviews, interviews, op-eds, and more. The position is an opportunity to become familiar with, and to participate in, the tasks which go into publicizing books for a major university press. Responsibilities include conducting research related to various books for marketing purposes, researching and updating contact information for media personnel in the database, fulfilling requests, tracking and organizing book reviews, and ensuring reviewers receive bound galleys of books and press releases in a timely manner. The Intern reports to the department's three Promotions Associates.

Position Requirements:

- Must be attending a two or four-year college or university with a strong concentration, or major, in the humanities, preferably English 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 Word and the internet and be familiar with databases.
- Must be detail-oriented and able to multi-task.

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Sales Internship

Sales intern works closely with members of the sales department to support our work in cultivating and maintaining customers across a range of audiences for Princeton books, learning about how we bring books to market and how we influence customer book-buying decisions. The position is an opportunity to become familiar with, and participate in, tasks which ensure that our books are available to a range of end-users in the places where they are most likely to discover them (in bookstores; in specialty stores; online and via print mail order catalogs; through organizations of which they are members, etc.).

Position Requirements:

- Must be at least 18 years old.
- Must be attending a two or four-year college or university, graduate school, or be a recent college graduate.
- Must possess strong organizational, verbal, and written communication, and interpersonal skills.
- Must be proficient in Microsoft Office (particularly Word, but Excel proficiency is also preferable) and have internet and online research abilities. Proficiency in InDesign is preferable, but not required.
- Must be detail-oriented and have the ability to multi-task.

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 at least 18 years old.
- Must be attending a two or four-year college or university, graduate school, or be a recent college graduate.
- Must possess strong organizational skills, verbal and written communication skills, and interpersonal skills.
- Must be proficient in Microsoft Office (particularly Outlook, Email, and Excel) and be comfortable with research.
- Must be detail-oriented and able to multi-task.

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