

Publishing Internships – Spring 2021 (Princeton, NJ)

Princeton University Press (PUP) is pleased to offer publishing internships in several department areas, including editorial, promotions/publicity and sales.

PUP is a strong advocate for greater diversity, equity, and inclusion in the university press community. Students who are members of groups underrepresented in academic publishing are encouraged to apply.

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 \$12 per hour. PUP's NJ office will remain closed for the first half of 2021 so internships for the Spring will be remote but due to payroll tax set-up, we will only be able to consider applicants who reside in the state of NJ.**

Scheduled work hours (total 15 to 20 hours per week) and the specific start and end date for PUP 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.
- Opportunities to learn from a variety of departments and meet with staff throughout the Press.
- 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, as public health conditions permit.

Position Requirements

- Must be attending a two or four-year college or university or a recent college graduate.
- Must be at least 18 years old.
- Must possess basic familiarity and proficiency with Microsoft Office suite and be comfortable with internet research.
- Must possess excellent communication skills, both written and verbal.
- Must be detail-oriented, organized, and attentive to established procedures.
- Must be able to multitask and prioritize tasks.
- Must be able to work well both independently and with others and have ability to synthesize feedback.

To Apply:

The deadline for applications is Monday, November 16th at 11:59PM EST.

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.

For the Spring 2021 session, we are currently accepting applications for internships in the following departments: Editorial, Promotions/Publicity, and Sales.

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=25782&clientkey=974A67DA17E8D95AE1C19CF4D8426F23>

Department Internship Descriptions for Spring 2021

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.

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 e-galleys of books and press releases in a timely manner. The intern reports to the promotions assistant and provides support to both the US and UK promotions team.

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 participate in tasks which ensure that our books are available to people in bookstores; in specialty stores; online; and via print mail order catalogs; through a **range of professional** organizations, etc. Day-to-day work will involve research and then writing marketing and sales copy for outreach to customers and potential customers, creating marketing materials using MailChimp and other programs.

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