Position Description

Paid internship position with the University of Washington Press to work in a variety of departments, including editorial, production, and marketing. The position requires a commitment to work 20 hours per week, and provides support equivalent to a 50% GSA position for three academic quarters. Salary is commensurate with degree level. Throughout the course of the internship the student will be exposed to a wide range of areas in the publication process, including acquisitions, copyediting, design, production, electronic publication, and marketing. The work will be substantial in nature, commensurate with the educational level and experience of the student. The internship will also offer a larger sense of the publishing profession and current issues gained through readings, opportunities to network within and outside the press, and discussions about career issues and further educational opportunities. Interns should bring curiosity and energy to the job, and will be expected to complete assigned tasks and projects in a timely and professional manner.

Requirements

Candidates must be currently enrolled graduate students in the humanities or social sciences at the University of Washington. Preference is given to applicants who are in at least the second year of their graduate program. Candidates must possess computer literacy and familiarity with word-processing programs, an excellent sense of language, including good grammar skills, and a willingness to take a copyediting test; knowledge of foreign language(s) is helpful, as is prior experience in any area of publication (editing, production, marketing) and familiarity with HTML, InDesign, and Photoshop. Excellent communication skills, flexibility, and interest in working on a variety of projects are essential.

Typical Responsibilities

**EDITORIAL**

- Evaluate manuscript proposals
- Assist acquisition editors in selecting outside readers and following up on obtaining and evaluating readers’ reports
- Assist in the preparation of Press Committee reports
- Assist in preparing grant applications for title subsidies
- Copyedit selected manuscripts online, including editing of notes, bibliographies, and indexes
- Check proofs and transfer author corrections
- Organize and participate in on-campus publishing workshops

**PRODUCTION**

- Evaluate illustrations for printing
- Assist with the book and cover design process
- Attend weekly editorial/production meetings
- Attend design critiques

**MARKETING**

- Draft descriptive copy for catalogues and jackets/covers
- Research and draft review lists
- Participate in electronic marketing efforts and web site management
- Conduct marketing and sales research
- Plan and prepare flyers and advertisements
- Attend scholarly exhibits
- Prepare publication proposals suggesting retail prices and print runs

INTERNSHIP DURATION

September 2012–June 2013 (Autumn, Winter, and Spring Quarters)

APPLICATION DEADLINE

Applications must be received by 5:00 pm on Friday, April 13, 2012

TO APPLY, PLEASE SUBMIT

- a letter explaining interest in working at the UW Press and relevant experience
- a current resume listing publishing-related experience
- a recent official transcript
- two letters of recommendation (UW Faculty preferred)
- a writing sample (5–10 pages preferred)

SUBMIT APPLICATION MATERIALS TO

Graduate Internship
University of Washington Press
via campus mail: Box 359570
via post: P.O. Box 50096
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