



Graduate Internship at the University of Washington Press

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 one calendar year. 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, 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 skills, insights and energy to the job, and will be expected to complete assigned tasks and projects in a timely and professional manner.

Typical Responsibilities:

Editorial

Read and evaluate unsolicited manuscript proposals
Provide written evaluations of selected manuscripts
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

Production

Assist in preparing illustrations
Prepare materials for printers, typesetters, and designers
Input updates to editorial/production database
Attend weekly editorial/production meetings

Marketing

Draft descriptive copy for catalogues and jackets/covers
Prepare press releases and publicity kits
Research and draft review lists
Plan and prepare flyers and advertisements
Attend scholarly exhibits
Prepare publication proposals suggesting retail prices and print runs

Requirements:

Candidates must be currently enrolled graduate students in the humanities or related fields 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/or PageMaker. Excellent communication skills, flexibility, and interest in working on a variety of projects are essential.

Timeline of Internship: September 2008-August 2009

Application Deadline: Applications must be received by **5:00 pm on Monday, May 12, 2008**

A complete application includes:

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

Submit application materials to:

Beth Fuget
University of Washington Press
via campus mail: Box 359570
via post: P.O. Box 50096, Seattle WA
98145-5096