

YALE UNIVERSITY PRESS

Summer Publishing Internship Program, 2020

Program Description

Yale University Press offers highly competitive internship opportunities for those interested in publishing in a variety of areas: Acquisitions Editorial, Art Workshop, Intellectual Property/Administration, Marketing, Manuscript Editorial, New Business Development, Production/Design, Publicity and Sales.

This program is an opportunity for students with a serious interest in scholarly publishing to gain a worthwhile educational experience in scholarly publishing. Interns will have the opportunity to observe and ask questions about the internal operations of the Press. The value of this internship is to both gain experience in a professional publishing work environment and to show a potential employer your skills and abilities as they relate to publishing.

Each summer intern will receive at a rate of \$12.75 per hour. The program is 30 hours per week. Applicants **must** be able to commit to the 10-week program from **June 1, 2020 to August 7, 2020** for consideration in the program.

Application Instructions/Guidelines

All applications are due by Monday, February 17, 2020.

Applications will **not** be accepted after this date.

Due to the high volume of applicants, students who are granted internships will be notified after 3/2/20. Please be patient when you are waiting to hear about your application status. If you have not received an offer by **3/23/20** you have not been granted an internship opportunity for this year's program.

Internships are open to undergraduate, graduate students, and recent graduates within a year of graduation from an undergraduate or graduate program. Yale University Press does **NOT** sponsor work visas.

Applications will be accepted **only** in the form of Microsoft Word or Adobe PDF formatting. Each application must include a Cover Letter and Résumé.

When submitting an application, it must be sent via email to the appropriate department's email address. Department email addresses are listed below:

Emails must indicate which department/s you are applying to **both** in the email **subject line** and in the **Cover Letter**.

Only complete applications that meet the above guidelines will be considered.

Department Internship Descriptions

Production and Design

The Production Department is responsible for coordinating the production and manufacturing of each book: making a schedule; trafficking materials between designers, acquisitions editors, and manuscript editors; estimating costs; and communicating with typesetters and printers. The Design department is responsible for designing interior book pages, photo-researching and designing jackets/covers of books, and preparing artwork for interiors. The department's summer intern will have an opportunity to learn about book-making behind the scenes and will aid in various duties, including assisting the Reprint Controller with purchase orders, tracking schedules, and processing invoices for reprints; and data entry in the Press central database and inventory systems. Experience with data entry or invoice processing, Microsoft Excel, Adobe InDesign and Photoshop, and strong organizational skills are preferred.