Editorial/Journals Associate at The Ohio State University Press (OSU Press)

Required Hours: 12–15 hours/week

Duration: 2020–2021 academic year (summer, autumn, and spring semesters)

Description: The editorial/journals intern will work closely with the book managing editor, journals manager, and editorial assistant at OSU Press to assist in the editorial processes involved in producing finished journals and books, as well as marketing outreach for the journals department. Interns will gain hands-on experience and training in many aspects of editorial work—formatting and styling manuscripts for typesetting, copyediting and proofreading, and professional communication. In addition, for journals, the intern will gain experience in social media work, marketing design, implementation, and strategies. The role also includes light administrative tasks and communications tasks with editors, authors, and other publishing professionals.

The experience provides a good understanding of several different aspects of nonprofit academic publishing.

Responsibilities: Will assist in the editorial/production process, which involves: preparing author files for copyediting (cleaning up, tagging, and coding); copyediting manuscript files and indexes, as needed; fact-checking, as needed; and reviewing page proofs and finalizing pages for publication. In addition, will assist with marketing research, social media post creation, html email creation, and sales research.

Requirements: • Self-motivated individual with an interest in the publishing industry • Detail-oriented • Excellent written and verbal communication skills • Ability to work independently • Rank of rising senior standing at OSU • Must be able to pass a copyediting test

Preference will be given to candidates with: • Marketing and social media experience • Experience with InDesign and Photoshop • Undergraduate work in English or a related field • Familiarity with CMS and MLA style guidelines

Credit/pay: $8.70/hour