

## **MSU Press**

### **Internships Job Description**

This position entails 8–10 hours per week for one academic year working with the acquisitions, manuscript editorial, journals, and marketing teams at MSU Press. It is an excellent opportunity for students wishing to improve their editorial skills and considering careers in publishing. It offers hands-on experience in managing book projects and journal issues from prospect research to sales analysis. The intern will also learn about contracts, profit and loss statements, copyright, marketing and sales channels, and other aspects of the publishing business. On completing the year, the intern will be well-qualified for an editorial or marketing assistant position.

MSU Press publishes 40 books annually in communication and rhetoric, sociology, anthropology, Native American studies, higher education, African literature and film, and African, European, and US history. The press also publishes 15 academic and literary journals.

The intern will work in the acquisitions, manuscript editorial, journals, and marketing departments. Tasks may include:

- Corresponding with authors and series editors;
- Managing the peer-review process;
- Preparing editorial board packets;
- Preparing book and article manuscripts for production;
- Helping write, edit, and proofread material for the website, catalog, email blasts, and social media posts;
- Assisting with prospect research and evaluating proposals and manuscripts;
- Other office work as assigned.

The intern will also have the opportunity to attend regular meetings with the editorial, design, and production team as well as the marketing staff to learn those aspects of the publishing business. The intern will work at the press for 8–10 hours per week, Monday through Friday, between 8:00 AM and 5:00 PM, on a regular schedule to be determined. No evening or weekend work and no travel are required, though the intern may be invited to accompany press acquisitions and marketing staff to local conferences and events.

### **Required qualifications:**

- Currently a junior or senior English major at MSU with a minimum 3.0 GPA;
- Competent with MS Office programs and researching scholars and books online;
- Strong writing, editing, and communication skills;

- Detail-oriented with ability to keep track of multiple projects on different timelines;
- Good at time management and meeting deadlines;
- Good at solving problems and willing to ask questions.

**Compensation:**

- Academic credit
- May satisfy English capstone requirement (ENG 493 – Internship) and/or College of Arts and Letters Experiential Learning requirement

**To apply, please submit the following information via email to Dr Justus Nieland (nieland@msu.edu):**

- Letter of interest (cover letter) addressed to Dr. Justus Nieland, Chairperson, Department of English, and Catherine Cocks, MSU Press assistant director and editor-in-chief
- Resume (no longer than 2 pages, please)

Questions can be directed to Justus Nieland (nieland@msu.edu)

**Deadline to apply: Friday, February 25th, 5pm**