

# YALE UNIVERSITY PRESS

Summer Publishing Internship Program, 2022

## Program Description

Yale University Press offers competitive paid internship opportunities to learn about publishing in various business areas including: Acquisitions Editorial, Art Workshop, Marketing, Manuscript Editorial, New Business and Product Development and Sales.

By participating in the internship program, students observe the inner workings of a major university press and successful business. The value of this internship is to gain experience and to show a potential employer your skills and abilities to obtain future employment.

The Summer Intern Program is 30 hours a week and runs 10 consecutive weeks from June 1, to August 5, 2022. Applicants must commit to the full 10 weeks for consideration in the program. Each summer intern is paid at a rate of \$14 per hour/CT minimum wage.

Internships may be in person, remote or a hybrid depending on the position and current Yale guidelines.

*Yale University Press encourages its staff to possess an understanding of the value of diversity and the importance of inclusion as demonstrated through a commitment to apply and incorporate the differences, complexities, and opportunities that diversity brings to an organization.*

## Application Instructions/Guidelines

**All applications are due by Monday, February 14, 2022.**

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

Due to the high volume of applicants, students who are granted internships will be notified after 3/1/22. Please be patient when you are waiting to hear about your application status. If you have not received an offer by **3/22/22** 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; and will not provide any supporting documentation for existing visas including offer letters for Curricular Practical Training.

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 applying, applicants must indicate to which department they are applying in both the [submission form](#) and in the Cover Letter. A separate Cover Letter must be submitted for each department applied to.

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

Questions for specific departments should be directed to the department email addresses listed below:

Acquisitions Editorial [yupacquisitionsinternship@yale.edu](mailto:yupacquisitionsinternship@yale.edu)

A&AePortal [yupaaeportalinternship@yale.edu](mailto:yupaaeportalinternship@yale.edu)

Art Workshop [yupartworkshopinternship@yale.edu](mailto:yupartworkshopinternship@yale.edu)

Manuscript Editorial [yupmanuscriptinternship@yale.edu](mailto:yupmanuscriptinternship@yale.edu)

Marketing Department [yupmarketinginternship@yale.edu](mailto:yupmarketinginternship@yale.edu)

New Business and Product Development [yupbizdevinternship@yale.edu](mailto:yupbizdevinternship@yale.edu)

Sales Department [yupsalesinternship@yale.edu](mailto:yupsalesinternship@yale.edu)

## Department Internship Descriptions

### **Acquisitions Editorial**

The intern will have the opportunity to see the publishing world from the ground up by having an inside seat in the department where it all begins. The student will learn a facet unique to academic publishing by having first-hand experience with the peer review process. Under the supervision of Editorial Assistants and Assistant Editors, the acquisitions intern will research readers to review manuscripts and witness the process a manuscript goes through from proposal to accepted book. Through this research, the student will also learn how to interact with prominent figures in their individual disciplines of acquisitions. The intern will also be invited to observe and learn the process of evaluating manuscripts that are received from the public, literary agents, and prior in-house authors. This experience will include reading manuscripts, summarizing them, and learning how to prepare them for the next phase of publishing: editing and production.

### **Art Workshop**

Yale University Press is known for its prestigious art and architecture list, which includes both scholarly monographs and exhibition catalogues. An internship with the Art Workshop offers a wide variety of experience working with illustrated books, and interns will have the unique opportunity to learn about all aspects of the publishing process, from acquisitions and manuscript editorial to production to marketing. Under the supervision of the Editorial and Production Assistant, interns will work on projects such as text and art preparation; descriptive writing for internal memos; proofreading; and sales and marketing research. A background or demonstrated interest in art history and/or architectural history is a plus. The ideal candidate will be a strong writer, be detail oriented, and possess the ability to work independently.

### **Art & Architecture ePortal**

The Yale University Press A&AePortal ([www.aaeportal.com](http://www.aaeportal.com)) is an innovative digital platform on which to discover and interact with important art and architectural history scholarship. This department's summer intern will provide support to the Executive Director and Project Coordinator for the platform and will gain first-hand experience with digital publishing. Tasks include preparing images for upload to the site, creating conversion instructions, checking newly converted books for scanning errors, updating eBook metadata, and preparing shipments of books to freelance taggers and proofreaders. Applicants should have taken classes in art and/or architectural history and demonstrate attention to detail. Experience working with Excel, Adobe Acrobat, and Photoshop are preferred, along with the ability to work independently and juggle multiple tasks.

## **Manuscript Editorial**

The Manuscript Editorial Department shepherds manuscripts through editing and production, from their acceptance for editing to their publication as books. Manuscript editors are responsible for copyediting and proofreading as well as evaluating corrections to text and illustrations. They work with authors, freelancers, and in-house colleagues. Interns will work closely with the manuscript editors and assist them with various stages of the process. This will include opportunities to learn the editorial components and organization of books, editorial and typographical considerations in typeset pages, *The Chicago Manual of Style*, and house processes. Interns will gain hands-on experience by checking typeset pages (PDFs) and indexes at various stages, with appropriate supervision and feedback. Applicants will need to demonstrate a keen eye and attention to detail in a short test.

## **Marketing Department**

Our Marketing department is responsible for promoting Yale University Press books to a variety of audiences, from general consumers to faculty. The department handles the coordination of advance materials for media (galleys), email marketing, exhibits, print and digital advertising, catalogue production, social media, blogging and podcasting, and website content. This position will assist with a variety of tasks related to promotional activities, which may include research assignments, culling citations from reviews, assisting with catalogue and galley production, blogging, producing digital marketing assets, and organizing data. The intern will have the opportunity to attend press-wide launch meetings and monthly marketing meetings. Experience with Excel, HTML, Photoshop, and InDesign a plus.

## **New Business and Product Development**

The New Business and Product Development team is seeking a bright, curious, and highly analytical intern who is interested in learning more about digital publishing for Yale University Press. Actively participate in helping shape our new digital products through user research, competitive analysis, and site testing. Projects include the ongoing product development of the A&AePortal ([www.aaeportal.com](http://www.aaeportal.com)), planning for updates to our Interaction of Color App ([www.interactioncolor.com](http://www.interactioncolor.com)), and the relaunch of Yalebooks.com. We will help you hone or build new skills in product management and roll-out; you will gain real-world digital publishing experience!

## **Sales Department**

The Sales department works with accounts of all types, mainly retailers and distributors, on placement of our forthcoming titles, and maintenance of backlist, through strong buyer relationships and special sales. Under the supervision of the Sales Assistant, the intern is responsible for generating a variety of sales and inventory reports for analysis; outreach and support for book sales at author events (including tracking sales and creating promotional flyers); support for sales reps (such as galley orders, image requests, and inventory queries); and other projects as they arise. The intern will have the opportunity to attend press-wide launch meetings and monthly marketing meetings. After completion of this internship, the student will understand how the sales department functions within Yale University Press's publishing program and the marketplace in general. This is an excellent opportunity for students interested in book publishing, marketing, or business.