

University of Notre Dame Press

A postdoc at the University of Notre Dame Press is an excellent opportunity for graduate students interested in exploring professional opportunities in book publishing. Over the course of the academic year, a UNDP postdoc will learn of every aspect of scholarly book publishing—acquisitions, editorial, production, marketing, and sales. During the first semester the postdoc will participate in the activities of each department, under the supervision of the director. The second semester will be an opportunity for the postdoc to become more focused in the area of publishing they find of greatest interest. There will be opportunities for independent research and attending press meetings. A letter of recommendation will be granted to those who successfully complete the UNDP postdoc.

Duties and Responsibilities

Maintaining the database, filing, assessing manuscript submissions, securing peer reviewers for manuscripts, communicating with authors, preparing manuscripts for publication, copyediting, proofreading, attending meetings, working with electronic publishing program, art research, requesting necessary permissions, writing press releases and copy for the book covers and catalog, designing and implementing marketing plan and all associated materials, advertising and other direct mail tasks. Successful candidates will have exceptional written and verbal communication skills, have a strong interest in book publishing, and be extremely detail-oriented.

Start date

Mid-August 2016

End date

Mid May 2017

Time Commitment

20 hours per week

Compensation

Determined by Arts & Letters. Postdoc is an employee of Arts & Letters

Application Information

Please send cover letter and resume/CV to Steve Wrinn, Director, the University of Notre Dame Press at swrinn@nd.edu by **March 20, 2017**.