

Graphic Design Internship – Summer 2021(REMOTE)

Princeton University Press (PUP) is pleased to offer a remote internship in the Creative Media Lab (CML) department for Summer 2021.

The Creative Media Lab is in charge of designing jackets/covers, interior book pages, preparing artwork for interiors and creating ads for print and digital mediums. The department intern will perform photo research for book jackets, catalogs, and our website; learn to convert jacket files from jacket format to paperback format; learn to prepare printer-ready jacket mechanicals, size, crop, and manipulate images for book interiors; create print and digital promotions (possibly including postcards, fliers, posters, social media graphics) reflecting our brand identity; assist with video editing. Depending on level of experience and skill set, some interns may design some original book jackets and digital content. The Graphic Design Intern reports to the Marketing Art Director.

PUP is a strong advocate for greater diversity, equity, and inclusion in the university press community. Individuals who are members of groups underrepresented in academic publishing (which is, according to research by Lee & Low, historically a majority white, straight, cisgender, and nondisabled industry) are encouraged to apply.

In this program, students observe firsthand the inner workings of a major university press and learn about all aspects of the publishing industry. **Interns will be paid \$12 per hour. PUP's NJ office will remain closed for the summer so internships will be remote but due to payroll tax set-up, we will only be able to consider applicants who reside in the state of NJ.**

Scheduled work hours (total 15 to 20 hours per week) and the specific start and end date for PUP internships are flexible, depending on the intern's respective academic schedule.

The perks of being a PUP intern!

- Office and administrative experience that will introduce interns to the Press and to publishing in a concrete way.
- Opportunities to learn from a variety of departments and meet with staff throughout the Press.
- Writing and professional development workshops to support the acquisition of skills useful to pursuing future careers in publishing, scholarly communications, academia, or other writing-related fields.
- Opportunity to attend meetings to gain insight into editorial, marketing, design, and sales-related decision-making processes.
- Supervisors who act as mentors, providing support and advice, and who work to further the intern's appreciation and understanding of academic publishing.
- Celebratory lunch at the end of the program with Press colleagues and a member of PUP's senior management, as public health conditions permit.

EOE/AA/M/F/D/V

Princeton University Press is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Design Internship Requirements

- Education—an undergraduate major in graphic design or a closely-related field is preferred.
- Must be at least 18 years old.
- Working knowledge of Adobe Creative Cloud on a Mac platform is required (InDesign, Photoshop, Illustrator, FinalCut Pro, Premier Pro, AfterEffects, and Acrobat Pro).
- Experience with
- Excellent organizational skills with the ability to multitask and to pay attention to detail.
- Ability to communicate ideas clearly.
- An ongoing curiosity about trends in book design and in graphic design generally.
- Ability to work well both independently and with others; ability to synthesize feedback.
- Enthusiasm for collaboration, and commitment to professional codes of conduct which the Press's may be accessed at <https://press.princeton.edu/about/mission-values>

To Apply:

The deadline for applications is Monday, March 29th at 11:59PM EST.

We thank all applicants; however, only short-listed candidates will be contacted for interviews.

Applications will only be accepted in Microsoft Word or Adobe PDF formatting. Please submit to our recruiting website (URL listed below) a cover letter and resume. We recommend that you look on the Princeton University Press website to find one of our books that feels meaningful to you. Mention the book in your cover letter and explain why you chose it.

INTERNSHIP DIRECT APPLY URL:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=30003&clientkey=974A67DA17E8D95AE1C19CF4D8426F23>

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