



Internship Opportunities

UTP Journals internships run for a period of 15 weeks, Monday to Friday, roughly 8:30 to 4:30 p.m. Internships are unpaid, but a small honorarium is offered at the end of the term.

Production/Marketing Internship

The ideal candidate

- is interested in learning more about a variety of aspects of the scholarly/academic periodical publishing process, from copy-editing through promoting the finished product
- has completed or is enrolled in a publishing certificate or diploma program (e.g., Ryerson, Centennial), or has equivalent experience
- can multi-task effectively and handle a wide variety of tasks
- communicates clearly and effectively, both in person and in writing
- is enthusiastic, flexible, and eager to learn
- works well both independently and in collaboration with others
- is never afraid to ask questions
- brings the same enthusiasm, commitment, and attention to detail to every task, no matter how mundane

Duties may include any or all of the following:

- entering or checking proof changes in PDF
- entering authors' replies to copy-editing queries
- updating and maintaining contributor databases
- proofreading
- handling data migration
- copy-editing
- exploring and assessing marketing opportunities
- developing targeted electronic mailing lists
- developing and sending promotional messages
- researching targeted listservs and academic discussion groups, preparing messages, and posting to appropriate lists
- miscellaneous duties as required

We are looking for candidates interested in gaining hands-on experience in a range of journal publishing processes. To find out when the next spot is available, send your résumé and cover letter to acorrigan@utpress.utoronto.ca. Note that only those who are selected for an interview will be contacted.

About Us

[UTP Journals](#) publishes approximately 30 quarterly and biannual scholarly journals in the social sciences and humanities, providing services ranging from editorial support through to print and online distribution and including copy-editing, production, ad sales, and marketing. University of Toronto Press Inc., founded in 1901, is Canada's oldest and largest scholarly press and one of the largest university presses in North America, releasing approximately 150 new scholarly, reference, and general-interest books each year.