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Oxford University Press India
Global Academic Publishing
Internship Programme 2018

Oxford University Press is a department of the University of Oxford. It furthers the University's objective of excellence in research, scholarship, and education by publishing worldwide. Its first book was printed in Oxford in 1478, just two years after the first printing press was set up in England. To know more about OUP, please visit: global.oup.com



Oxford University Press India

Firmly established in India for over 100 years, OUP India has long been an important publishing centre for the Press. From its first locally published book in 1912, it has expanded its output to include a wide range of educational and academic resources—from scholarly works and higher education textbooks to school courses, bilingual dictionaries, and digital resources for teaching-learning.

OUP India's sales network is today one of the widest among Indian publishers. Its editorial strengths have ensured that its publications are closely interwoven with local needs, while reaching a global audience. It has four regional offices in Delhi, Mumbai, Chennai, and Kolkata, with independent warehouses.

To know more about OUP India and its products, please visit india.oup.com.

Global Academic Publishing

Representing the latest and most authoritative research, the Global Academic Publishing division publishes across a range of subjects. Books on economics and business, history, politics, law, and literature to philosophy and religion, sociology, anthropology, and gender studies reach out to students, teachers, and researchers. Alongside monographs, readers, handbooks, and edited volumes, the programme has launched online services and student-friendly textbooks. The division represents some of the best-known Indian academics and personalities of the last century— from S. Radhakrishnan, Jawaharlal Nehru, Mahatma Gandhi, to Romila Thapar, Irfan Habib, Jim Corbett, Andre Beteille, Sudhir Kakar, U. R. Ananthamurthy, Girish Karnad, and Amartya Sen, among others. We are at the forefront of discovering and nurturing the best academic minds of India.

Commissioning

The Commissioning team is responsible for building up a publisher's list for specific genres. At OUP India, we work mainly on social sciences, law, medicine, and trade books. The commissioning editors are the key link between the initial proposal for a book submitted by a prospective author or product and the published work, including post-publication sales, marketing, and author management. The job requires sound subject knowledge, good business sense, analytical and assessment skills, excellent communication and interpersonal skills, and the ability to juggle various tasks.

An intern would be taken through the following core areas of the profile:

- Assessing book proposals and manuscripts
- Doing a profit-and-loss analysis of a product
- Understanding the contractual process and the contract
- Market/readership analysis
- Liaising with authors, reviewers, desk editors, designer, sales and marketing team, and finance/accounts.

You can connect with the Global Academic Publishing division at www.facebook.com/OUPAcademic.

OUP India Global Academic Publishing Internship Programme

We are offering paid internships in our Delhi office across six main functional areas: **Commissioning, Editorial, Marketing, Sales, Demand Planning, and Production.**

The key objective of the internship programme is to help students to gain a range of valuable skills and work experience, which will in turn support them with future applications within the publishing industry. It will also be a chance to experience work and life at a leading university press.

The internship programme spans 8 weeks during the summer months.

The successful candidates will work on a range of activities for the eight-week period. Each will work within one of the six core departments. Intern hours vary based on department needs and the intern's schedule.

What We Are Looking For

The work we do is fast paced, demanding, and intellectually stimulating. We are looking for dynamic candidates with a fresh outlook and excellent analytical and communication skills. You must have the ability to work well under pressure and tight deadlines. You should also be adaptable, able to manage projects independently, and ready to assume a high level of responsibility as a team member. A well-rounded academic background with coursework in social sciences, humanities, management, commerce, or sciences (including medicine) is recommended.

The intern will experience how a book idea is converted into a product. **Internship period: 1 May to 21 June 2018.**

Editorial

One can never overemphasize the importance of Editorial in the publishing industry. It is one of the core functions of a publishing house. It is the editors who sieve through the text, lay it out, and bring it to life for the readers. Being an editor entails the challenge of balancing time and quality; deadlines and meticulousness; and presentation and substance. It will bring out the best in you in terms of professional attitude. To be able to succeed in Editorial, you should have very high attention to detail, excellent academic credentials and communication skills, and top-notch time management and multitasking skills. As an intern with the Editorial department, you will get the opportunity to work on:

- Copyediting manuscripts written by some of the best minds of India
- Quality checking edited manuscripts to ensure that they meet the high standards of OUP
- Writing book blurbs that compel the reader to buy the book

- Giving ideas for cover designs that make our books stand out as a beautiful product
- Proofreading manuscripts to ensure that they are ready for the market and the reader
- Proofreading marketing materials to ensure accurate and appropriate information

A stint with Editorial will leave you with professional rigour, high standards for the written text, and increased productivity skills—characteristics you need to succeed in any industry, any function. **Internship period: 1 May to 21 June 2018.**

Production

Production is one of the core functions of a publishing house in which we are responsible for multiple tasks, starting from typesetting of a manuscript to its final publication. The team is responsible for converting a manuscript to a book. Our job is always challenging in terms of balancing deadlines and ensuring quality besides being meticulous. To be a successful production professional one should have technical understanding of typography, software like InDesign, Photoshop, Acrobat Professional and Pit Stop, and a thorough knowledge of paper and print management. As an intern with the Production department, you will get the opportunity to learn:

- Creating a cast-off that gives a tentative page extent of a raw manuscript
- Preparing a cost estimate of a project to share information with all stakeholders for profitability
- Typography to ensure that a typeset page looks good and ensures readability
- Image correction to ensure that images are printed well in the final product
- Preflight checking of a file to ensure the printability of a PDF
- Colour management
- Quality assurance in printing, binding, packaging, etc. Students from a Printing Technology background will be given preference. **Internship period: 2 April to 24 May 2018.**

Marketing

The Marketing team creates innovative marketing strategies to engage audiences with the firm's products. The ability to prioritize and adjust to varying workloads is important, as well as adaptability and flexibility. A good level of reading and editing skills are required, to enable a person to quickly prepare communications to sell products. An internship in Marketing may include:

- Helping on specific marketing campaigns—carrying out to brief and within budget. This may include product and

discipline marketing, direct marketing, publicity, trade and other promotions, e-marketing campaigns, etc.

- Branding and communications support, including preparing and designing of catalogues, flyers, leaflets, etc.
- Building knowledge of authors and an awareness of competitors' and own performance (strategy/revenue/profitability, etc.) in order to develop marketing plans accordingly
- Supporting authors (including author letters, assistance with events and launches, invites, etc.)
- Identifying and contacting potential partners for tie-ups and promotions. Preference will be given to candidates from a management/marketing background. **Internship period: 2 April to 24 May 2018.**

Sales

The Sales team works on the sales and product-collection budgets through year-round product and customer promotions and customer-focused management of the territories across India.

An internship in Sales may include:

- Assisting the Sales team in institutional promotion, customer support and management, and other planned promotions to relevant channels and customers
- Following devised plans and strategies to drive the demand for our titles through engagement at faculty and library level
- Supporting the Sales team to achieve the regional sales target for the division. Preference will be given to candidates from a management/sales background. **Internship period: 2 April to 24 May 2018.**

Demand Planning

The Demand Planning department comprises three distinct functions:

- Demand Planning
- Reprints Manufacturing
- Publications/Title Management

The internship programme would provide you with an understanding of the fundamentals of demand management and planning, process flows, and roles/responsibilities and accountabilities, which include product classification, data analysis, demand forecasting, inventory planning, and order planning.

We are a key back-office department that interacts with every other department in OUP. Preference will be given to candidates with a management background, especially in logistics, operations, inventory management, and demand planning. **Internship period: 2 April 2018 to 24 May 2018.**

What our former interns have to say



Zoe Daruwalla

Commissioning Intern 2017

'Some of my key learnings from the job were understanding the workings of an academic publishing house and the process of commissioning an academic book proposal on a variety of subjects. I had an incredible experience.'



Ankana Saha

Editorial Intern 2017

'I was given the opportunity to handle entire projects from the beginning till the end. I learnt how to work under tight deadlines and got hands-on experience in all the editorial processes involved in academic publishing.'



Alokparna Das

Marketing Intern 2017

'I liked the freedom of scope provided to the interns. I liked the creative environment, professional yet warm and friendly staff...'



Prachi Dang

Demand Planning Intern 2017

'Collaborative effort with different departments, especially with the supply chain department, gave me insight into taxes, paper work, packaging, invoices, export import from UK/US and SAARC nations.'



Shubham Singh

Sales Intern 2017

'Being in sales department, I realized how important it is to target the right set of people for different books. I also learnt a great deal about handling customers. Helped me to build relationship as well.'



Application Process and Next Steps

The application and selection process has three stages: 1. Application; 2. Interview; 3. Selection

Application

Please email the following documents to Geetanjali.Negi@oup.com latest by 30 November 2017

1. Your CV
2. A covering letter explaining why you are interested in an internship at OUP and the functional area in which you are interested in interning. Applications not indicating the functional area may not be considered.

We prefer soft copy applications. However, if you wish to send a hard copy, please post it to:

Geetanjali Negi

(GAI Internship 2018)
Global Academic Publishing
Oxford University Press
12th Floor, World Trade Tower,
C-1, Sector 16, Main DND Road,
Rajnigandha Chowk, Noida 201301

The selection committee will go through the applications received and candidates eligible for the interview stage will be informed.

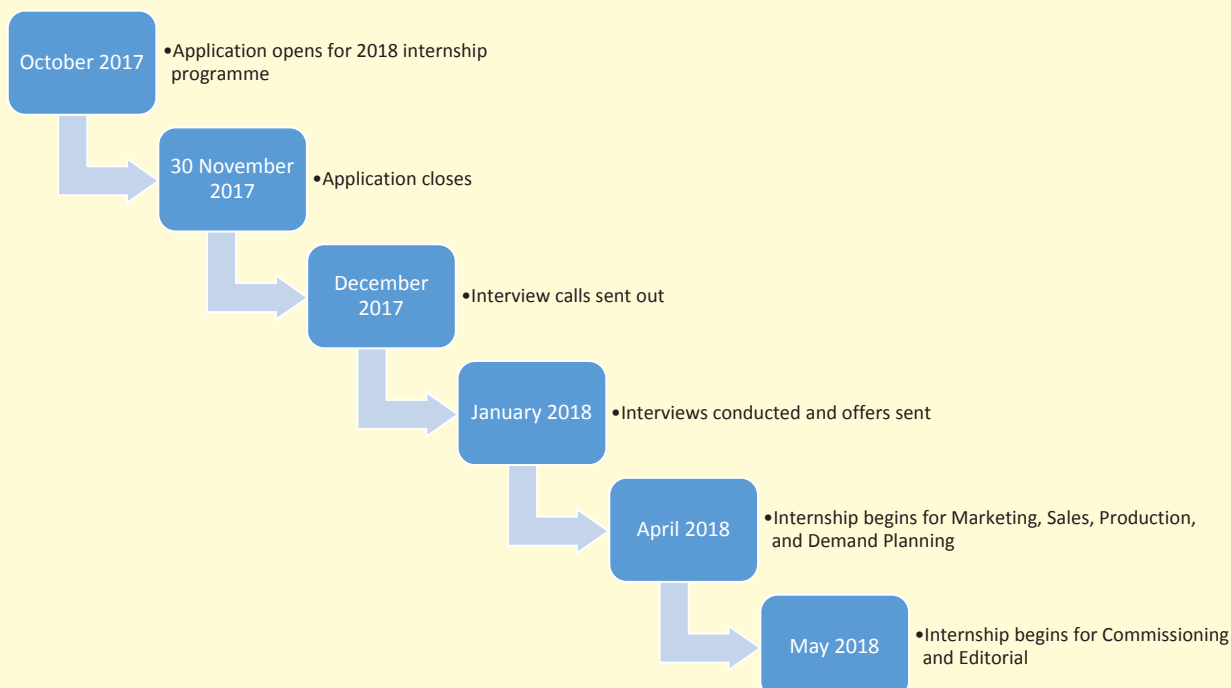
Interview

There will be a single interview that will take place either in person or via Skype or video conferencing.

Selection

The candidates who are finally selected for the internship programme after the interviews will be informed through email regarding when they are expected to join and further details.

Application Timeline



Need More Information?

If you have any questions, please do not hesitate to contact us at Geetanjali.Negi@oup.com
You could also call us at +91 (0120) 4512448.