

Brepols Publishers

Work-Placements for Students in Medieval Studies

Brepols Publishers is an academic publisher active particularly in patristic and medieval studies. It is based in Turnhout, about 50km inland from Antwerp in Dutch-speaking Belgium. It is a small, specialist publisher with approximately twenty-five staff. In recent years it has received work-placement students from Poitiers (to assist its French language and online publications), placements from Milan, Verona, and Venice (to assist its Corpus Christianorum series and the Library & Knowledge Centre), and (to assist its English language publications), students from the NEER network in Australia and New Zealand and the Centre for Medieval Studies in York. The English language publications section currently has vacancies from July 2010 onwards.

The work-placement students would primarily assist the Brepols Publishing Manager responsible for English-language publications in Medieval and Renaissance Studies. It provides a general grounding in academic publishing. The work primarily involves:

- consulting with Editorial Boards about the peer review process, and negotiating the delivery of a text and the supply of other important information for subsequent copyediting and book production,
- oversight of images supplied by authors,
- gathering and inputting data from authors,
- issuing contracts (under supervision),
- preparing marketing blurbs and covers in liaison with authors, copyeditors, and designer,
- checking proofs,
- processing rights requests,
- developmental research into new subject and publication areas,
- other administrative duties: liaising with authors regarding free and review copies, organising the delivery of contributor waiver forms.

Positions are available as follows:

- for doctoral students as professional training (for which a small bursary is payable) the period can be 3-10 months in duration. Normally, placements will last 4-5 months.
- for undergraduate or MA students for whom a placement is credited within their studies, or for selected students as general work-experience – the period of the placement is normally 2-3 months in duration;

Applicants should demonstrate:

- The ability to work quickly and independently according to set guidelines, and liaise with academics in a professional manner by email
- The ability to manage a variety of different tasks and the stages reached in those tasks, and keep an accurate record of these stages
- The ability to undertake close, accurate work and a familiarity with working in Word, Access and/or Excel for administrative tasks
- A broad knowledge of the European Middle Ages, across countries, periods and disciplines

- Skills and experience in foreign languages and/or working in an overseas environment would be advantageous. Knowledge of French or German (conceivably even Dutch or another Germanic language) would demonstrate such skills
- Awareness of the publishing profile of Brepols, and a willingness to work in an international business environment
- Visa or other work-permits to allow them to undertake a placement in Belgium. This includes a European passport, or for applicants with an Australian, Canadian, or New Zealand passport who are aged less than 30, a working-holiday visa is available for placements in excess of three months.

Successful applicants will be supplied free student-type accommodation by Brepols in Turnhout and a contribution towards their return travel costs. For doctoral students undertaking professional training a bursary of approximately €500 net per month may be payable.

Applications are open on 15 March 2010. Applicants should supply a CV, a reference from an academic supervisor, and a statement of how they can assist Brepols in their editorial activities, and send to guy.carney@brepols.net by 30 April 2010. Applications will not be accepted outside this period.

The round of applications covers four approximate periods: from July to December 2010, October 2010 to January 2011, February to June 2011, and July to December 2011.

Successful applicants will be notified by 31 May 2010. Further enquiries should be directed to Guy Carney.