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 (to assist its French-language and online publications) work-placement students from Poitiers, and (to assist its English-language publications) students from the NEER network in Australia, Groningen, York, København, and St Andrews. It has vacancies from 1 January 2010 onwards.

The work-placement students would primarily assist the Brepols Publishing Manager responsible for English-language publications in Medieval and Renaissance Studies. The work primarily involves gathering and inputting data from authors, issuing contracts (under supervision), oversight of images supplied by authors, preparing covers with a designer and authors, checking proofs, issuing review copies, and other administrative duties. It provides a general grounding in academic publishing. Positions are available as follows:

- 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;
- for doctoral students as professional training (for which a small bursary is payable) the period can be 3-10 months in duration.

Applicants should demonstrate:

- The ability to work quickly and independently, and liaise with academics in a professional manner by email
- 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.

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 approx. €550 net per month may be payable.

Applications open on 23 March 2009. 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 simon.forde@brepols.net by 24 April 2009 (for placements from January to June and July to December 2010). Successful applicants will be notified by 31 August 2009. Further enquiries should be directed to Dr Simon Forde.