



BOOK PRODUCTION ASSISTANT (PART-TIME)

Not everyone was meant to be on the front lines tagging lions or cleaning streams in their pursuit of helping the environment. Just as important are those behind the scenes who help share information necessary for professionals, academics, and the general public to be better informed about the world around them. At Island Press, you can use your keen attention to detail, love of the written word, and desire to help the environment as a Production Assistant. You will be able to learn real-world skills necessary for success in the production department of a publishing house, as well as the inner workings of an environmental non-profit organization.

The Production Assistant will assist the team to usher books through to the final product, gaining hands-on experience in preparing manuscripts for production, learning and applying professional proofreading and typesetting markup, and working with the Library of Congress to catalogue and register the copyright of our titles. The Production Assistant will also attend meetings with the Editorial and Marketing teams to collaborate on the style and design of books.

Within the organization, the Production Assistant will have the opportunity to attend our IP 101 seminar series--an introduction to the entire publishing process, special staff-only author talks, and engagement activities with our Board of Directors.

This position is part-time, requiring 20-26 hours per week (with somewhat flexible hours) in our DC office. Compensation includes paid time off, retirement savings account, and free memberships to Capital Bikeshare and an on-site fitness center.

To apply, please submit a cover letter detailing why this position speaks to you personally and mention any experience you may have had with proofreading, copyediting, and/or the Chicago Manual of Style. Also include a résumé of your past work and/or volunteer experiences, highlighting your accomplishments. Send application materials to resumes@islandpress.org with the subject "Production Assistant." No calls please.

Island Press is an equal employment opportunity employer that is committed to promoting a workplace as diverse as the environment it is committed to protecting. We encourage applications from qualified individuals regardless of race, color, national origin, gender, gender identity or expression, sexual orientation, age, religion, political association, disability, veteran status, or any other status protected by law.