



Publishing intern (Editorial)

An excellent opportunity has become available for an intern as part of the editorial team at Muddy Pearl.

Muddy Pearl is an independent publisher of Christian books and general market gift titles, based in Edinburgh. Our editorial policy is to invest in developing new authors who have deep insight or a valuable story to share. We pride ourselves on producing beautiful books that are finished to a high standard with content that is well written, edited and researched.

We are a small, close-knit team who love working together to produce wonderful books that enrich and encourage. There will be one-to-one training, a wide variety of tasks, and a breadth of experience to be gained, something which is rare in larger organisations.

The position is unpaid while in this learning phase, and on a part-time basis for two days a week, initially for three months. There is however a very good possibility of a permanent paid contract for the right candidate, on completion and following assessment of performance.

Position Overview

Publishing intern (Editorial) will support the Assistant Editor and Publisher with all editorial jobs involved in converting text to publication:

- Proof reading
- Bibliographical references
- Working with typesetter
- Permissions and acknowledgements
- House reports
- Writing copy
- General office admin

You will need a great eye for detail, the ability to spot mistakes, excellent time management skills and a strong grasp of English grammar.

Essential skills and qualities

- Educated to degree level in a relevant subject area
- A sound understanding of the Bible and of Christian theology
- Excellent written English
- Strong IT skills (Microsoft Word, Excel)
- Attention to detail
- Able to work under pressure and to tight deadlines
- Able to work well as part of a team

Desirable skills

- Theology/Divinity degree
- Editorial qualifications (e.g. SFEP, Publishing MA)
- Knowledge of InDesign

To apply, please send CV and cover letter to Fiona Houston by **30th September 2019**:
fiona.houston@muddypearl.com. Interviews will be held early October.

