



Paid Summer Internship

About the Posen Library

The Posen Library of Jewish Culture and Civilization (Yale University Press, forthcoming) is a landmark 10-volume series that collects Jewish literature, artwork, and artifacts, from the biblical to contemporary periods.

About the position

This is a 6-week, paid position based in NYC or Philadelphia.

The Summer Intern will provide administrative and research support for several volumes currently in the research stage of production. This is a rare opportunity for someone interested in Jewish studies or the publishing industry to work closely with experts in both fields.

Tasks include but are not limited to:

- organize large volumes of data;
- format documents;
- conduct library research;
- create digital files of selections;
- work closely with the Managing Editor and senior scholars in History and Jewish Studies.

Essential qualifications include but are not limited to:

- upper level undergraduate or graduate level student;
- high levels of detail and organization;
- excellent computer skills including strong proficiency in Microsoft Word, Excel, Adobe Acrobat, and experience with Dropbox;
- independent initiative;
- some knowledge of Hebrew.

The work will take place in **June/July 2018**. The position includes a \$4,000 stipend as well as reimbursement for out-of-pocket expenses related to copying and scanning. Some travel to New York, Philadelphia, Baltimore, or Washington, DC may be required. Upon satisfactory completion of the work, additional paid opportunities may arise beyond the end date of this position.

Interested candidates should send a letter of inquiry, the names of two recommenders, and C.V. to Rachel Weinstein, Managing Editor, at RMWediting@gmail.com by **Wednesday, April 25th, 2018**.