

# Role Profile

## Elsevier

**Sector:** Media, journalism and publishing

**Description of organisation:** Elsevier is a global information analytics business that helps institutions and professionals progress science, advance healthcare and improve performance.

**Location:** London, EC2Y 5AS

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## Role Description

**Role title:** Publishing Intern

**Role type:** Analytical/Editorial/Journalistic/Marketing

**Team/Department:** Materials Science Journals

**Role responsibilities:**

**We are looking to appoint an intern to support our work in two key areas:**

1. Assist the *Materials Science Journals Portfolio* publishing team with implementing a refreshed Materials Science strategy. The revised strategy will deepen the awareness of Elsevier's Materials Science Journals within the research community, and hinges around three key areas: providing support and resources for early career researchers (ECRs), implementing outreach initiatives to emerging research regions including India and Latin America, and promoting the sustainable development goals (SDGs) within the Materials Science portfolio via content alignment and promotion:

### KEY TASKS

- Early Career Researchers (ECRs):
  - i. Support the publishing and editorial teams with the development and formation of ECR boards for the core Materials Today family of titles, as well as other select journals;
  - ii. Support the publishing and editorial teams with ongoing engagement strategy for the ECR boards;
  - iii. Develop an ECR curatorial board for MaterialsToday.com – the board will develop a multi-platform commissioning plan, and create editorial content of interest to ECRs.

- iv. Conduct interviews with ECRs to facilitate the ongoing development of resources aimed at supporting and engaging the ECR community.
  - Outreach initiatives:
    - i. Support the publishing and editorial teams with the planning and implementation of conference proceedings webinars (in association with the Journal *Materials Today Proceedings*) to support aspiring guest editors;
    - ii. Support publishers with publishing workshops, both online and (potentially) in person;
    - iii. Work with publishers, editorial and marketing teams as required, related to conference sponsorship and other activities in this area (i.e. *African Materials Research Society Meeting, MRS Brazil* etc).
  - Sustainable Development Goals:
    - i. Coordinate content collections related to SDGs in alignment with an editorial calendar, and work with editorial and marketing teams to support promotional activities across MT.com and social channels;
    - ii. Develop editorial content ideas for features related to SDGs, for example interviews with key scientists, features on materials that support net zero goals etc.
2. Assist the Materials Science publishing team with the management of ethics cases across the portfolio:

#### KEY TASKS

- Build and maintain a tracking system for materials journals' ethics cases; provide weekly report on live cases to support individual publishers progressing cases;
  - Support publishers with case investigations, running additional iThenticate reports, researching issues, drafting correspondence and updating documentation as required.
3. Alongside the above key tasks and responsibilities, the publishing intern will have the opportunity to shadow publishers during a range of meetings, internal and external, to help them build insight and understanding of the publisher role.

#### Other Details

**Accessibility details:** Wheelchair access, Accessible toilets, Quiet room, Accessible by public transport, Occasional working from home, Amended hours, Part-time working,