



**Job Title: Rising Tide Intern – Acquisitions Editorial Assistant (Books)**

**Desired placement start date: June 2024**

**Desired placement end date: August 2024**

**Hour per week: 35 hours per week as per standard Elsevier UK contract**

### **Summary**

We are seeking an Acquisitions Editorial Assistant to support our Foundational Content team, focusing on STEM Textbooks and Major Reference Works (Encyclopaedias and Comprehensives). The successful candidate will support Acquisitions Editors on developing commercially attractive new titles, in both print and electronic formats, across a range of subject areas. Key activities in the role include researching subject areas and identifying growing topics of interest; preparing prospecting lists of potential author/editor candidates; and connecting with customers to understand their product needs.

If you are passionate about science and the dissemination of knowledge, and driven to deliver outcomes which will benefit students and researchers, then this role is for you. You will begin the role within the Foundational Content team, shadowing Acquisitions Editors on their latest book projects.

Increasing diversity and representation in our content and our author pool is a key priority for us. As part of the role, particular emphasis will be given to geographic and gender diversity, ensuring that proposed project areas as well as potential author/editor candidates reflect the current and future needs of our global market.

You will find a supportive, encouraging and friendly atmosphere in the team, and will work in a diverse and multicultural environment with colleagues located across several sites globally. Ultimately, you will gain excellent insights into academic publishing industry, the books commissioning process, and how to acquire cutting-edge content that best fits customers' needs.

### **Responsibilities**

- Assist Acquisitions Editors to develop new book projects and research market trends
- Use data and analytic tools to evaluate a variety of different markets and subject areas
- Engage with customers through online surveys and phone conversations, investigating their greatest needs from our products
- Create data-driven recommendations for new products and potential authors/editors in key areas; develop product plans for target publications
- Refine best practices for embedding D&I commitment across new book projects and product planning
- Create and curate content to post in our social media channels

### **Requirements**

- A passion for science education and communication and a commitment to Diversity, Equity, & Inclusion
- Ability to adapt communication style and methods of interacting with customers
- Familiarity with standard MS office tools, especially Excel and PowerPoint
- Excellent organizational, time-management, communication and teamwork skills