Brown University Digital Publications Editorial Assistant Overview

The BUDP Editorial Assistant position introduces advanced graduate students to the scholarly publishing landscape through hands-on experience with editorial, project management, and digital publishing workflows. Under the guidance of Assistant Editor Cosette Bruhns Alonso, the Editorial Assistant will hone their editorial judgment and gain an understanding of current practices and debates surrounding the development of longform, interactive scholarship intended for publication by leading university presses. The Editorial Assistant role aims to build analytical, creative problem-solving, and project management skills.

The Editorial Assistant will be exposed to the full range of activities involved in the creation of a born-digital scholarly publication. By working across a portfolio of projects at different stages of completion, Editorial Assistants may participate in new project intake, editorial development, and project management. This may include preparing digital publications for publication, writing alt text (accessibility), managing media metadata and permissions, archival research, and copyediting. Editorial Assistants also participate in BUDP programming and events. Editorial Assistants are invited to participate in all BUDP meetings, through which they are introduced to faculty authors, colleagues at Brown University Library, and partners at university presses. Based on the Editorial Assistant's professional interests, BUDP can also provide training in digital publishing and editorial skills such as digital design, digital accessibility remediation, copyediting and proofreading, and how to use select digital publishing platforms.

Editorial Assistant Goals:

- To develop familiarity with the scholarly publishing landscape, editorial workflows, and project management for digital scholarship.
- To collaborate with the BUDP team, authors, editors, designers, and technologists to produce digital scholarship.
- To gain hands-on experience and editorial skills development through independent, project specific training toward your own professional development.