

Publishing Production Internship

(Project Management & Coordination / Graphic Design) Starting March / April 2019

We are offering 3 paid Internships for the duration of 6 months in our offices in Germany and the Philippines. Do you want to experience the management of a pre-press production first hand? Then you should apply for our Internships in Project Coordination (Berlin) and Project Management (Manila). If you are more interested in the creative aspect of the work of a pre-press production, then our vacancy as an Intern in Layout Design (Manila) is the right choice for you!

Datagrafix GSP GmbH is a pre-press vendor operating in Germany, France, the Netherlands and the US. We are handling a diverse array of publishing products such as scientific and academic publications, lifestyle books (travel guides and cook books), manga and comic books – all for online and print.

Our offices are located in Berlin (Germany) and Manila (Philippines), which accommodate respectively 5 and 140 people. Together we take care of all the pre-press-needs for numerous publishing houses. Our specialities are typesetting, ePub production and XML conversion. We are always developing new tools and workflows to ensure the quality of our client's publications. Datagrafix is working in a structure that is continuously growing across Europe. This creates a very positive, young and energetic international environment.

Currently we are searching for Interns to support us in our day-to-day business. We offer payed internships in our offices in Berlin and Manila starting from March/April 2019. These will allow you a unique insight in the publishing industry as well as in the pre-press production. You will have the opportunity to dive into the Filipino culture and gain work experience in an international environment.

Requirements:

- Fluent in English and German
- Graduated in an industry related field (Publishing Production Management, Print and Media Technology, Graphic Design etc.)
- Basic Knowledge in Microsoft Office & Adobe Creative Cloud (Indesign, Photoshop, Illustrator)
- Work experience (preferable but not required)
- Social and intercultural competencies / Flexibility

What will you learn:

- You will understand how to communicate efficiently and how to overcome cultural barriers
- You will be exposed to the difficulties of producing published content in a creative environment
- You will learn how to coordinate with authors, desk editors and compositors
- You will learn how quality is controlled and managed
- You will learn how to utilize the industry software such as MS Word, InDesign and Photoshop

Conditions:

- Duration: 6 months starting March / April 2019
- Salary (Philippines): 500 € per month
- Salary (Germany): 800 € per month
- Accommodation: provided (in Manila, Philippines)

POSITION 1 – PROJECT COORDINATION in Berlin, Germany

Your work will be focused on the pre-press production by accompanying our Project Coordinators in Berlin. Your accounts will focus on academic journal and book publications.

- Assist in preparing projects from a customer request to a structured workload for our Manila Production
- Coordinate with our Project Leaders in Manila during project cycles
- Quality check edits/corrections during correction cycles.
- Participate in project troubleshooting
- Assist in internal procedures: file sharing, project tracking, error logging, etc.
- Reporting: quality reporting, delivery reporting, etc.
- Word normalization features: editorial cleaning, consistency and application of styles
- InDesign composition features, Acrobat PDF Procedures

POSITION 2 – PROJECT MANAGEMENT in Manila, Philippines

Your work will be focused on the management of offshore pre-press production by accompanying our Project Manager in Manila. Your accounts will be focus on academic journal and book publications.

- Assist in preparing projects from a customer request to a structured workload for our Manila Production
- Coordinate with our Project Leaders in Manila and Berlin during project cycles
- Quality check edits/corrections during correction cycles.
- Participate in project troubleshooting
- Assist in internal procedures: file sharing, project tracking, error logging, etc.
- Reporting: quality reporting, delivery reporting, etc.
- Word normalization features: editorial cleaning, consistency and application of styles
- InDesign composition features, Acrobat PDF Procedures

POSITION 3 – LAYOUT DESIGN in Manila, Philippines

Your work will be focused on belletristic publications and you will participate in the creation of creative layouts, structure and content of best-selling novels, children books, travel books and cook books.

- Assist in preparing projects from a customer request to a structured workload for our Manila Production
- Assist our Production coordinators in Berlin during project cycles
- Participate in preparing design briefs and ensure its proper understanding with Manila layout designers
- Participate in layout orientations for new ideas and concepts
- Quality check edits/corrections during correction cycles.
- Participate in project troubleshooting
- Assist in internal procedures: file sharing, project tracking, error logging, etc.
- Reporting: quality reporting, delivery reporting, etc.
- InDesign composition features, Photoshop features, Illustrator features, Acrobat Procedures

You are a flexible, multitasking talent with an open mind towards new cultures? You are searching for a young and dynamic environment to take your first step in the publishing world? Then you should apply for one of our Internships!

Applicants should send their English CV and Cover Letter as well as a few Layout samples (for the Layout Design Position) to jobs@datagrafix.com.

Feel free to contact us if you have any further questions.