

JOB OPPORTUNITIES



MUNDUS ARTIUM PRESS

• LITERARY GENERALIST •

Mundus Artium Press is searching for a talented literary expert to join our Dallas, Texas team. If you have a passion for English literature and would like to make an impact on the literary world by joining a leading publishing company that is dedicated to bringing exciting new authors into the spotlight then you are the ideal candidate for this exciting opportunity.

Institution: Mundus Artium Press

Employment Level: Expert

Application Deadline: Open until filled

Category: Literature and literary translation

Employment Status: One full-time position (regular office hours)

One part-time /project-based position (remote work)

Salary: Commensurate with Experience

Required Qualifications: At least a MA or Master in English Literature (PhD preferred). Emphasis in the areas of philosophical studies, and/or literature-monde, and/or translational studies, and /or transcultural studies. Must successfully clear a background investigation.

Responsibilities & Requirements: Must be able to perform/oversee all aspects of the publishing process, including copyediting, proofreading, writing book reviews, writing press releases, and writing book introductions. Must be an expert in both American and foreign literature. Must perform advisory/administrative interactions with our employees and interns.

• GRAPHIC DESIGN ASSISTANT/PRODUCTION ARTIST •

Mundus Artium Press is looking to hire a talented graphic design assistant/production artist on a per-project basis to support the graphic design team at our Clayton, Oklahoma office. Responsibilities would include assisting our graphic design team throughout the creative development of a wide range of publications. An expert familiarity with Adobe Creative Suite Software is a requirement for this position.

• UNPAID STUDENT INTERNSHIPS •

(Sponsored and Non-Sponsored)

Mundus Artium Press is currently seeking applicants for two unpaid internship positions (one sponsored and one non-sponsored). Successful applicants can look forward to receiving a hands-on education in all areas of book, web content, and journalistic publishing.

• VOLUNTEER YOUR TIME •

Mundus Artium Press is a not-for-profit publishing company that is currently seeking volunteers willing to help with all areas of the publishing process as well as general office tasks. In addition to helping us make the world a better place by bringing fascinating literature into the spotlights, this position also enables you to gain valuable experience in the publishing industry. Successful applicants to our volunteer program will be required to attend an orientation session that takes place once a month at our Dallas office.

• LITERARY TRANSLATORS •

Mundus Artium Press is searching for talented literary translators to join our passionate team. Translators who are able to translate to and from a variety of languages are needed, but translating to English is a requirement. We are currently seeking both part-time, full-time, and project-based literary translators. Salary is commensurate with experience but wholly based on the average salary of the applicant's home country.

To apply to any one of these opportunities, please send your resume, cover letter (letter of interest) and salary expectations to:
darlaspek@aol.com, quoting reference MAP521

Mundus Atrium Press is an equal-opportunity employer.