

Workshop Professional Competences

(Ulrich Blumenbach, Budapest 16 Oct. 2015)

- 0. Basics**
- 1. Preparation**
- 2. The first contract**
- 3. Textual work**
- 4. Corrections & Galleys**
- 5. Invoice, Reminder, Dunning letters**
- 6. General Paperwork**
- 7. Taxes & Finances**
- 8. Artists' Social Insurance**
- 9. Collecting Society**
- 10. Networking & Advanced Training**

1. Preparation

1. Publishers
2. Job application
3. Public Relations
4. Assessments
5. Sample translations

2. The first contract

[Legal aspects, part 1]

1. Read first, agree second!
2. Time management
3. Fees
4. Contract

3. Textual work

[Professional skills]

1. Contact with author
2. Standard page, formatting
3. Sample translation, annotations, self-editing
4. Research
5. Backup copies
6. Delivery
7. Gaps / question marks
8. Surprises

4. Corrections & Galleys

1. Make sure to get the editor's corrections!
2. Get acquainted with the standard proof correction marks!
3. Make sure you get to proof-read the galleys!

5. Invoice, Reminder, Final warnings

[Legal Aspects, part 2]

1. What do I have to consider with regard to invoices, reminders and final warnings?

6. General Paperwork

7. Taxes & Finances

[Familiarity with financial aspects]

1. Register with your local tax office!
2. Accounting
3. Tax declaration
4. Budget planning

8. Artists' Social Insurance

1. Künstlersozialkasse & Künstlersozialversicherung

9. Collecting Society

1. Verwertungsgesellschaft Wort

10. Networking & Advanced Training

[Familiarity with professional associations]

1. Translators' Association
2. Translators' meetings (local, regional and national)
3. Translators' conventions
4. Seminars & workshops [Further education]
5. Legal Advice
6. Awards & Grants [Familiarity with literary funds]