

Minute-Takers at Professional Translation Workshops: An Offer from Translation House Looren for Emerging Translators

Translation House Looren aims to support and promote emerging translators' first steps into the world of professional literary translation. As part of our emerging translators programme, up to three motivated prospective translators per year have an opportunity to take part in a translation workshop in exchange for taking minutes, gaining an insight into professional literary translators' working lives.

General Information

The following information serves as a guide for participating in a professional translation workshop as a minute-taker. These guidelines can be adapted to meet the needs of the workshop leaders, participants and minute-takers.

What Do Minute-Takers Do?

Minute-takers participate in the entire workshop programme, consisting of text discussions, talks by guest speakers, shared meals, event visits and excursions. During the text discussions, they take notes summarising questions arising, discussion points, crucial issues and challenges (e.g. in terms of grammar, lexicology, syntax), solutions considered and any conclusions reached. They then rework the notes made during the workshop sessions, producing a structured version within four weeks of the end of the workshop. Confidential or personal information should not be included in the minutes.

What Does Translation House Looren Provide?

As a general rule, only professional literary translators take part in our translation workshops. As minute-takers, emerging translators receive an intensive one-week training course in literary translation, watch professional translators at work and gain an impression of their everyday tasks, take part in all text discussions and have an opportunity to make personal contacts within the translation world.

Food and accommodation during the workshops at Translation House Looren (Wernetshausen), Villa Garbald (Castasegna) or Château de Lavigny (Lavigny) are free of charge for minute-takers. Analogue to other participants, they receive a flat-rate contribution towards travel costs of 100 CHF (travel from inside Switzerland) or 200 CHF (travel from abroad).

Applications

This offer is aimed at beginner translators in at least their second year of an MA course, but preferably at graduate level with a completed MA in literature, languages or translation. Applicants should have good knowledge of at least two of the languages used in the workshop and initial experience of literary translation (participation in a translation seminar, workshop, mentoring programme, etc.). Ideally, they will have experience of taking summarising minutes. Applications for minute-taker roles at professional translation workshops organised by Translation House Looren can be submitted at any time. Please send applications (including a letter detailing your motivations, a CV and a list of previous translation experience) to: Florence Widmer florence.widmer@looren.net.

Before the Workshop

The Translation House Looren team member responsible for the emerging translators programme will introduce the minute-takers and the workshop leaders. From then on, the minute-takers will be added to the list of participants and included in all communications regarding the workshop.

Just like the other participants, the minute-takers will read all the original texts, translations and other documents before the workshop starts. This preparation is required to understand the text discussions and write the minutes, and enables the minute-takers to play an active part in the workshop discussions.

Minutes: Content and Target Groups

Workshop leaders and minute-takers communicate before the actual workshop week and agree on the minute-taker's role and tasks. They decide together on the level of detail, length and focus of the minutes, and whether they should be in summary or bullet-point form.

As a general guideline, it has proved useful to devote five to six sentences to each text or subject discussed, or to make half a page of notes per two-hour session. The target readership is generally made up of the following individuals and institutions:

- Participants can use the summaries of the text discussions to remind them of the issues discussed and to support their future translation work.
- Workshop leaders can use the minutes as the basis for their final reports.
- People who were unable to take part in the workshop at short notice, for instance due to illness, can gain information on the content and suggested solutions in the text discussions.
- For organisers, the minutes serve as a basis for developing and fine-tuning the format of professional translation workshops and minute-taker roles.
- A copy of the minutes can be sent to the funders as part of the reporting process.

Length and Timing

Minute-takers write notes during the workshop discussions, rework them afterwards, and send the finished document to the workshop leaders, participants and the emerging translators programme head at Translation House Looren, four weeks after the end of the workshop at the latest.

Further Information

Information on our emerging translators programme, the professional translation workshops currently open for application and minute-taker roles is available on our website at

<https://looren.net/en/further-education/emerging-translators> and
<https://looren.net/en/residencies/workshops> .

For information or any questions, please contact Florence Widmer, head of the emerging translators programme at Translation House Looren: florence.widmer@looren.net .