MARKETING COMMUNICATIONS INTERNSHIP PROGRAM

INTERNSHIP IN MAGAZINE JOURNALISM

Editorial Assistant, University of Denver Magazine

The Office of Marketing Communications seeks a paid intern editorial assistant to help with writing, research and publication of the print and online versions of the University of Denver Magazine, the University’s award-winning alumni magazine. The intern’s schedule may be flexible, with some hours worked outside of the office. However, the intern will be expected to work with his/her supervisor to determine a regular work schedule, request time off in advance, be on time and meet all deadlines. The position will accommodate time off during scheduled school holidays and final exams. Journalism experience and knowledge of AP style is preferred.

The editorial assistant will:
- Write and report profiles, stories, news briefs and other articles for the magazine
- Write and assemble regular columns for the magazine, including class notes and obituaries
- Conduct background research for stories as needed
- Fact-check and line-edit for editors as needed
- Participate in editorial, design, and other meetings as schedule allows
- Receive bylines on most articles he/she writes, as well as a credit in the magazine’s masthead
- When the internship commences, present his/her supervisor with a list of goals for the internship—what he/she wishes to learn/accomplish
- Work with editor to strengthen copy editing and content editing skills as needed (intern will be expected to know or learn AP style)
- Work with editor to improve writing and reporting skills as needed
- Keep privileged information confidential and protect the privacy of the University’s students, faculty, staff and alumni

Intern requirements:
- Junior, senior or graduate class standing
- Cumulative GPA of 3.0
- Demonstrated experience or equivalent coursework in the desired internship area (portfolios, work samples, etc. are encouraged)
- Commitment of 10 to 20 hours per week

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