

Digital Editorial Intern

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Fall 2017

POSITION

TYPE: Digital Editorial Intern/Part Time

LOCATION: Boston

DEPARTMENT: Digital

DESCRIPTION:

Boston Common Magazine is looking for editorial interns who are eager to gain invaluable experience in the digital department of our Boston market office, assisting the Associate Online Editor with multiple markets and learning valuable online skills. Primary learning opportunities for interns include (but are not limited to) the following:

- Work closely with the Associate Online Editor on various digital projects.
- Research and write daily articles for Boston Common's web site.
- Assist with future story research and development.
- Transcribe interviews.
- Write Calendar listings for all GreenGale sites.
- Learn the Content Management System (CMS) in order to help produce event galleries for all GreenGale sites, with the potential to produce additional stories.
- Help with Boston Common's social media channels as needed.

Editorial interns will be supervised closely by the Assistant Online Editor, who will work with interns to strengthen their research, writing, and editing abilities and help them develop necessary skills for a career in digital media.

REQUIREMENTS:

The ideal candidate should be organized, detail-oriented, Internet-savvy, positive, and proactive, with good writing skills and the ability to juggle multiple tasks and meet deadlines. This is an unpaid position. Interns must be currently enrolled in college (and possess an interest in and enthusiasm for digital lifestyle media), ideally with the opportunity to receive course credit, and should be available 2 days a week starting in Fall 2017. To apply, please submit your résumé, cover letter (including availability and reasons for applying), and three writing samples/published clips to jobs@greengale.com.

Please indicate "BC DIGITAL INTERN" in the subject field.

The deadline for applications is Friday, April 21, 2017.

No phone calls, please. Candidates under consideration will be contacted.