



## **Marketing Internship: Fall 2015**

**Application deadline:** July 13

The marketing intern assists the magazine with events and event planning, e-newsletter distribution, market research, collecting and analyzing data, community outreach, social-media development, mass mailings, sponsor and client outreach and magazine launch preparations.

### **Duties:**

- Prepare materials for events including signage, registration, name tags and other needs as requested
- Attend events and assist with registration and event photography and represent the magazine as part of the staff
- Assemble e-newsletters and schedule
- Collect and analyze data from e-newsletter campaigns to generate reports for sales team
- Create Pins, tweets and Instagram posts to disseminate magazine content
- Prepare materials for monthly magazine launches
- Provide support and assistance in preparing sales and marketing materials as needed
- Assist with sales-lead research and other magazine needs as requested
- Manage outreach requests including donation submissions and program ad creation

**Requirements:** Students who are in marketing, advertising, communications and related academic tracks are encouraged to apply.

**Schedule:** We offer part-time, unpaid positions that generally last for 13 weeks. Interns, who normally work 10-20 hours per week, must receive college credit in exchange for their time.

Send applications to associate editor Kristina Martin at [kmartin@pittsburghmagazine.com](mailto:kmartin@pittsburghmagazine.com).

*[pittsburghmagazine.com/intern](http://pittsburghmagazine.com/intern)*



## **Editorial Internship: Fall 2015**

**Application deadline:** July 13

Editorial interns support the editorial staff by contributing content, conducting research and verifying information in articles. We expect editorial interns to share ideas — for stories, social media and other areas of the magazine.

**Duties:** Editorial interns mainly work with the editors, but they also may assist other departments, such as marketing. During their time at the magazine, editorial interns normally write, edit, research and help to update the online calendar and online listing databases. On occasion, interns may fact-check print and/or online content. There are opportunities for interns to contribute to the e-newsletters and website, but we can never guarantee print assignments. PM hosts many events throughout the year, so interns are encouraged to attend and/or assist.

**Requirements:** Interested students should be studying a field related to journalism, English or communications; we accept applications from students in other tracks but prefer that they have some prior experience in writing, reporting, fact-checking and editing. We expect that our interns will pay attention to small details and be comfortable with handling a variety of editorial projects. Applicants should have a penchant for learning as well as top-notch writing and editing skills. Familiarity with video-editing software is a plus.

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## **Photography Internship: Fall 2015**

**Application deadline:** July 13

The photography intern will contribute photographs and report to the art director, who will give out the assignments.

**Duties:**

- Take photos for print and Web use
- Possibly assist at photo shoots
- Edit photos

**Requirements:** Students should be studying photography, photojournalism or a related subject. Students should have their own equipment and be prepared to travel. Students should be proficient in editing software, such as Lightroom. In addition to supplying a resume and cover letter, applicants should submit a link to their online portfolio.

**Schedule:** We offer part-time, unpaid positions that generally last for 13 weeks. The photo intern will work as many as 15 hours per week. We require interns to receive college credit in exchange for their time.

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## **Weddings (Editorial) Internship: Fall 2015**

**Application deadline:** July 13

**Duties:** The Weddings intern reports to our Weddings Editor, who oversees the annual Weddings magazine along with the weekly Weddings blog. The intern will conduct research and interviews for blog posts that he or she will write, help to maintain an online Weddings Resources listing database and assist with other Weddings-related projects, as assigned by the Weddings Editor. The intern also may help with other editorial tasks.

**Requirements:** We prefer that candidates have experience in writing, reporting, fact-checking and editing; ideally, students will be studying journalism, English or a related subject. We expect that the Weddings intern will contribute blog-post and general story ideas, pay attention to details and meet deadlines.

**Schedule:** We offer part-time, unpaid positions that generally last for 13 weeks. Interns, who normally work 10-20 hours per week, must receive college credit in exchange for their time.

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