

Job Description for River Cities' Reader

EDITORIAL INTERNSHIPS

Goals:

- To assist people interested in journalism by providing the opportunity to get real-world experience in a professional environment, hone skills, and publish bylined stories in a variety of styles and subject areas
- To add a new, fresh voice to the River Cities' Reader on a regular basis through articles

Job Description:

- Assist the River Cities' Reader editorial staff in planning coverage, editing and formatting copy, reporting and writing stories, proofreading, researching, data entry, and other tasks as assigned

Duties:

- Edit and format items such as the advice, astrology, and music-news columns; letters to the editor; and calendar
- Report and write one article per week in a variety of areas, including news, opinion, and entertainment
- Generate story ideas
- Proofread pages
- Make phone calls to gather information used in calendar and data entry
- Assist managing editor in entering calendar information and other data entry as assigned
- Assist editor and managing editor in researching their stories

Qualifications:

- Education and/or experience in reporting
- Excellent verbal- and written-communication skills
- Persistence
- Problem-solving skills
- The ability to edit copy for grammar, clarity, and readability
- The ability to quickly learn and follow style rules
- The ability to express complex ideas clearly and concisely
- An interest in improving the community through in-depth, thoughtful, and analytic journalism
- A demonstrated ability to follow directions and meet deadlines
- Proficiency in basic PC-based word-processing and spreadsheet applications
- Proficiency with Internet communication, particularly e-mail and Web-based data-entry interfaces

Terms:

- Unpaid, except for published stories (paid at the normal freelance rate); intended for college credit (if applicable), work experience, and portfolio-building
- Minimum three months
- Minimum 15 hour per week
- Flexible hours, scheduled with both the intern's and the paper's needs