**Cincinnati Magazine Internship Program:**

Here at Cincinnati Magazine we are always looking for bright, energetic, hard-working students who are interested in the field of magazine publishing.

The intent of our program is to give students a taste of magazine life. Some of our former interns have gone on to full-time jobs in magazine publishing, armed with research, writing, and reporting skills that they honed during their time with us.

The magazine has year-round openings for creative, highly motivated interns to handle a broad range of duties. An ideal candidate for this part-time position will have strong writing skills, a dedication to fact checking, and the ability to work on multiple projects in a fast-paced environment under tight deadlines.

To apply, one must be an undergraduate or graduate student who has completed one or more years of college. The internship must be part of an undergraduate or graduate program that provides credit for internships or fulfills a curriculum requirement.

This internship is unpaid, but each intern will have bylines and work featured in Cincinnati Magazine and on cincinnatimagazine.com and will attend editorial and digital staff meetings. Previous experience working at a magazine or other editorial publication, online or otherwise, is a plus. Familiarity with or curiosity about Cincinnati is vital.

Interns typically work 12-15 hours per week in our downtown offices.

See descriptions for both of our internship roles below:

**Editorial Internship:**

The primary responsibilities during this four-month internship experience are:

* Fact checking — every story in the magazine is checked for accuracy and clarity, making this our number one priority in our publishing process.
* Research and reporting — interns are expected to assist with research, and possibly reporting, for our larger feature packages (i.e., Best of the City, Travel, food features, etc.) as well as our website.
* Completing short writing assignments — we encourage interns to research and pitch story ideas appropriate for our readership. We guarantee interns will complete one clip for their portfolios, but additional opportunities to write for publication depends on the initiative students show on non-writing assignments.
* Staff participation — a successful internship with us means you have attempted to become a part of our staff. We expect interns to be proactive in asking questions, providing editorial input when requested, and seeking out the answers they need.

**Digital Media Internship:**

The primary responsibilities during this four-month internship experience are:

* Digital Production — most of our print content appears on our website, and our digital department works to retrofit it to our CMS.
* Research and reporting — interns will be expected to help out on the research, and possibly reporting, for our digital content. They will also update events and restaurant listings as needed.
* Completing short writing assignments — we encourage interns to research and pitch story ideas appropriate for our readership. We guarantee interns will complete one clip for their portfolios, but additional opportunities to write for publication depend on the initiative students show on non-writing assignments.

**To Apply:**

If interested, please email a resume, cover letter, and clips to internships@cincinnatimagazine.com or mail them to:

Cincinnati Magazine, Editorial Internship Program

Carew Tower, 441 Vine St., Suite 200, Cincinnati, OH 45202

Deadlines for application cycles are as follows for each semester:

Summer internship – May to August

Application deadline: March 30 (postmarked)

Notification: April 9

Fall internship – late August to mid-December

Application deadline: July 15 (postmarked)

Notification: July 31

Winter/Spring internship – January to April

Application deadline: November 15 (postmarked)

Notification: November 30

*Please contact Cincinnati Magazine Internship Program Supervisor and Associate Editor Patrick Murphy with any questions at* [*PMurphy@CincinnatiMagazine.com*](mailto:PMurphy@CincinnatiMagazine.com)*.*

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This internship is unpaid, but each intern will access to hands-on experience in the business of magazine publishing, events production and market research. Previous experience working at a magazine or other editorial publication, online or otherwise, is a plus. Familiarity with or curiosity about Cincinnati is vital.

Interns typically work 12-15 hours per week in our downtown offices.

See descriptions for both of our internship roles below:

**Marketing Internship:**

The primary responsibilities during this four-month internship experience are:

* Event production and administration — interns will be expected to contribute and support the production of events under the umbrella of the magazine’s marketing strategy and have access to transportation to be available to work some evening hours for specific events.
* Digital media marketing — knowledge of analytics, reporting, SEO, metrics and documentation of these are a plus. Interns will also be expected to contribute social media updates under the style of the magazine.
* Staff participation — a successful internship with us means you have attempted to become a part of our staff. Along with attending relevant meeting and calls, we expect interns to be proactive in asking questions, providing editorial input when requested, and seeking out the answers they need.

**To Apply:**

If interested, please email a resume and cover letter to [internships@cincinnatimagazine.com](mailto:internships@cincinnatimagazine.com), [Sscheuer@CincinnatiMagazine.com](mailto:Sscheuer@CincinnatiMagazine.com) or mail them to:

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See descriptions for both of our internship roles below:

**Photo Internship:**

The primary responsibilities during this four-month internship experience are:

* Editing Photos — interns will be expected to have a working knowledge of Photoshop to fix or enhance photographs used by the magazine.
* Participation on photo shoots — whether you assist with the arrangement of subjects or assist in the requests of the photographer, the overall success of a photo shoot depends upon the grace and attention the intern is able to display on set.
* Image research — interns should be comfortable sourcing pick-up art, stock art, or other avenues of visualization for the magazine’s online and print publication.
* Photography — interns have the opportunity to contribute their own photography for publication and their own portfolios. A working knowledge with DSLRs is a plus.
* Staff participation — a successful internship with us means you have attempted to become a part of our staff. We expect interns to be proactive in asking questions, providing editorial input when requested, and seeking out the answers they need.

**Design Internship:**

The primary responsibilities during this four-month internship experience are:

* Design projects and illustrations — interns will be expected to have a working knowledge of Photoshop and Illustrator to fix or enhance photographs used by the magazine, or design concept art and execute their vision for the magazine’s online and print publication. InDesign is a plus.
* Participation on photo shoots — whether you assist with the arrangement of subjects or assist in the requests of the photographer, the overall success of a photo shoot depends upon the grace and attention the intern is able to display on set.
* Image research — interns should be comfortable sourcing pick-up art, stock art, or other avenues of visualization for the magazine’s online and print publication.
* Staff participation — a successful internship with us means you have attempted to become a part of our staff. We expect interns to be proactive in asking questions, providing editorial input when requested, and seeking out the answers they need.

**To Apply:**

If interested, please email a resume and cover letter to [internships@cincinnatimagazine.com](mailto:internships@cincinnatimagazine.com), [bdexter@cincinnatimagazine.com](mailto:bdexter@cincinnatimagazine.com), or mail them to:

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