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# Example of Editorial Intern Job Description

Our company is looking to fill the role of editorial intern. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for editorial intern

* Promoting stories through social media and through other venues
* Social media tools (Spreadfast, True Anthem)
* Attend editorial, cover review, and marketing/PR meetings on the days he or she is in the office
* Read and evaluate book proposals at editors’ request
* Help develop in-house book ideas and research for branded pipelines
* Conduct industry- and title-specific research for editors
* Draft preliminary editorial copy for tip sheets, catalog, audio recordings, and back covers
* Prepare and send mailings to authors, agents, and book reviewers
* Manage editorial book room
* Complete general administrative tasks for editors

## Qualifications for editorial intern

* The ability to track down information quickly via telephone interviewing, database and Internet searching
* An interest in moving towards a career in magazine writing and editing
* Professional experience in the basics of writing, editing, fact-checking and multimedia skills
* Some experience working at a print or digital publication
* Ability to prioritize assignments and juggle multiple responsibilities
* Drupal experience a plus