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# Example of Editorial Intern Job Description

Our company is growing rapidly and is looking to fill the role of editorial intern. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for editorial intern

* Supporting a busy team with research, Photoshop, scheduling, and transcribing
* Work closely with other Editors to learn consistency, versatility and speed throughout the editorial process
* Through using Avid Film Composer, your editing skills will be supported and challenged as you work with Mentors to review sequences and update reels
* Provide various levels of organizational, operational and technical support to the Editorial Department
* Online writing
* Digital content strategy
* Responsible for trafficking, packing, unpacking samples while keeping a comprehensive log
* Responsible for checking in and repackaging stock into original packaging and creating a return invoice for each in stock item before returning
* Responsible for booking couriers and organizing shipping for samples and stock to and from closet and also to and from shoots
* Assisting the Fashion Assistant with general administrative duties

## Qualifications for editorial intern

* An interest in children's book publishing
* Responsible for booking couriers for samples and wardrobe to and from shoots
* Some knowledge or experience in fashion, designers and brands
* Previous experience working in a Fashion Closet preferred
* Ability to take initiative and must have the confidence to learn in a busy environment
* Flexible, easy going, adaptable with a strong interest in Fashion