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# Example of Editorial Intern Job Description

Our company is searching for experienced candidates for the position of editorial intern. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for editorial intern

* Responsible for keeping the styling kit up to date (monitoring and restocking)
* Liaising with the in-house samples team, requesting and collating samples as and when required (responding to urgent requests and helping to insure timely returns)
* Assisting the Fashion Assistant with daily tasks when required
* Supporting several editors in multiple tasks—such as writing sidebars for features, writing one-page stories, fact checking content, some research, and interviewing people—relating to preparing stories for print publication
* Pitching story ideas and participating in brainstorming sessions
* Writing and/or producing stories for bicycling.com
* Additional tasks as needed, which may include administrative
* Editing photos, graphics, and other media for publication
* Additional projects as needed, which may include administrative tasks
* Have a sense of the flows and changes that come with putting out a weekly magazine and an eagerness to help around the office

## Qualifications for editorial intern

* Published clips
* Bylines in national media publications
* Ability to take direction initiative
* Recent college graduates preferred
* Must be able to work from the Washington, D.C
* Bachelor’s degree in Journalism, English, business, or a related field required