



Editorial Intern

About the Organization

Bitch Media is a nonprofit organization best known for publishing *Bitch: Feminist Response to Pop Culture*, an 18-year-old print magazine devoted to incisive media criticism and feminist commentary.

Internship Overview

The editorial intern supports the staff of *Bitch* magazine with both day-to-day editorial operations and special projects, including fielding pitches and brainstorming magazine ideas. In return, the intern gets hands-on experience in helping with the production of an issue of *Bitch*. Because we're a small staff, interns also assist with other needs, including promotion of the magazine at local events and general office operations.

Who Should Apply

The internship is designed for students, recent graduates, and writers interested in journalism, feminism, and nonprofit magazine work. A passion for writing, feminism, and pop culture are key.

We are committed to an inclusive and diverse organization and encourage people from all backgrounds to apply.

Key Responsibilities

- Communicate with writers and contributors
- Manage and distribute pitch inquiries and general office emails
- Verbally present pitches and queries at weekly pitch meetings
- Fact-check articles prior to publication
- Participate in cover concept and title brainstorms with staff
- Support and volunteer at local events
- Support magazine staff as needed
- Attend weekly all-staff meeting (Tuesday at 10am) and content meeting (Wednesdays at 10am)

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Skills Desired

- Excellent writing and communication skills
- Attention to detail
- Experience with word processing programs and Google programs (Gmail, Google drive, etc)
- Experience in publishing
- Internet "fluency" in navigating social media, using search engines, familiarity with major news and culture sites

Schedule

Interns are expected to come in at least two days per week for a total of 10-15 hours per week. The schedule is flexible and can easily be structured around school and other jobs. Interns must, however, be present on Wednesday mornings at 10am to participate in the weekly editorial meeting, and ideally present on Tuesday morning for the staff meeting as well.

Duration

Internships last three to six months. Ideally an intern will start at the beginning of a production cycle for the magazine and remain until it goes to press. Exceptions can be made if necessary and feasible.

Compensation

This internship is unpaid. Students are encouraged to work toward class credit allowed by school.

How to Apply

Please send a résumé, cover letter, and at least two nonfiction writing samples (school papers are acceptable) to intern_apps@bitchmagazine.org. Please do not mail in applications. Please do not call or drop in to the office.