

# Internships

Richmond magazine accepts applications for unpaid **editorial and marketing internships** in the spring (January through May), summer (May through August) and fall (September through December). Interns must receive academic credit from their school for the internship. **Applications for summer 2025 (May 1 through Aug. 24) internships are due by April 21.**

## EDITORIAL

This is a chance to work with seasoned professionals at a reputable publication in a way that fits your schedule. Interns at Richmond magazine do a little bit of everything, so be prepared to research, fact check and write short articles. "Everything" also includes attending meetings: All interns are required to attend a weekly staff meeting at our office and to check in regularly with the intern coordinator.

**Qualifications:** The ideal candidate is a college journalism student with an interest in magazine writing who is willing to commit two to three days a week (approximately 10 hours a week) to the internship. We will consider students with a strong work ethic, experience in the basics of reporting and writing, and a desire to learn more about magazine publishing and journalism. We do require that interns receive academic credit from their degree-granting institutions.

**Applying:** Submit a cover letter, resume, and at least three published writing samples. Please do not submit poetry, term papers or fiction samples. Send your materials to:

kevinj [at] richmag [dot] com

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## MARKETING

Interested in marketing? Richmond magazine is looking for mass communications/marketing students to fill our marketing intern position. Tasks will include:

- Creating digital and print advertising for various promotions;
- Attending in-person events (shows, farmers markets, conventions, etc.) to increase Richmond magazine's visibility;
- Assisting subscribers with fulfillment-related issues

**Qualifications:** The ideal candidate is an outgoing, upper-level mass communications or marketing student with Adobe Creative Suite and Microsoft Excel experience. Time spent in a marketing or sales related position is a big plus! Must be willing to commit about 8-10 hours a week to the internship. Interns are required to receive academic credit from their degree-granting institutions.

**Applying:** Please submit your resume, cover letter and portfolio to:

rj [at] richmag [dot] com