



## EDITORIAL INTERN - JOB DESCRIPTION

**Start date:** early June

**Salary:** dependent on experience

**Hours:** Part time, 2 days per week, 10am-6pm

*The Calvert Journal* is a guide to the contemporary culture of the New East: eastern Europe, the Balkans, Russia and Central Asia.

As an influential, award-winning brand with a significant international readership, we are looking for a talented part-time intern to join *The Calvert Journal* team for 10 weeks this summer. Our intern will assist editors with the everyday running of the site; writing and sub-editing copy, liaising with contributors, researching photography, and more.

### Responsibilities:

- Liaising with photographers, artists and brands featured on *The Calvert Journal*
- Researching up-and-coming photographers, visual artists, illustrators etc.
- Text editing
- Writing news articles
- Contributing to daily editorial meetings

### Requirements

- Strong journalistic abilities in communication, writing and editing
- Interest in the culture and creativity of the New East
- Native-level of English

### Person specification

- Excellent communication skills
- Highly organised with attention to detail
- Able to multi-task and thrive in a fast-paced environment while meeting deadlines
- Able to generate a flow of high quality content ideas
- Enthusiastic, driven and flexible
- Creative thinker

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calvert22.org



**Desirable but not essential**

- Language proficiency in one or more eastern European language
- Experience with photo-editing software
- Knowledge of the contemporary culture of the New East

To apply for this position please send your CV and covering letter (maximum one page) detailing your suitability to [jobs@calvert22.org](mailto:jobs@calvert22.org). Please state the position you are applying for in the email subject box. Applications will be reviewed on a rolling basis. Closing date for applications is Friday 26th May 2017.

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