

avenue

MAGAZINE

INTERNSHIP OPPORTUNITY: AVENUE MAGAZINE, EDITORIAL INTERN

Avenue magazine, RedPoint Media, Calgary

Start Date: May 1, 2009 – August 31, 2009

Duration: 4 months

Salary: A stipend of \$1,456.00/per month paid bi-weekly.

Avenue magazine, Calgary's award-winning city lifestyle magazine, seeks an editorial intern for a four-month term from May to the end of August, 2009.

You need to be an engaging writer and tenacious fact-checker interested in bringing the printed word across various multi-media platforms. In this role, you will write, research, fact-check, interview and coordinate, all the while ensuring the accuracy and quality that *Avenue* magazine is known for. Other responsibilities include various administrative tasks, such as picking up items for photo shoots and doing a lot of general frenzied running around.

Responsibilities include, but are not limited to the following:

- *Fact checking magazine content.*
- *Researching and writing for several departments.*
- *Proofreading copy for each issue and for website.*
- *Researching upcoming feature stories.*
- *Conducting interviews for departments and features.*
- *Attend editorial meetings as requested.*
- *Set up interviews and photo shoots.*
- *Distribute magazines to editorial subjects each issue.*
- *Return products used for departments and other photo shoots.*
- *Return original material (such as artwork and fact-checking items) securely to artists and writers.*
- *Enter changes into InCopy file.*
- *Enter web copy onto the website*
- *Write for the website and newsletter.*
- *Basic photo resizing and cropping for web content. A working knowledge of Photoshop would be an asset.*
- *Attendance and coverage of events for magazine and website content.*
- *Answer queries about RedPoint Publications.*
- *Other duties as assigned by your editor.*

Avenue is published by RedPoint Media Group, one of Western Canada's largest independent publishers. Our award-winning magazines *CalgaryInc*, the city's business source, *up!*, WestJet's in-flight magazine and *Wine Access*, Canada's wine and food magazine. RedPoint has been honoured with the distinction of being named one of Alberta's Top 40 Employers for 2009.

The company offers you an exciting, educational and ultimately rewarding experience in the Canadian magazine industry. We provide a fun and creative work environment with a vibrant atmosphere, regular staff parties and free parking. Visit www.redpointmedia.ca and www.avenuecalgary.com to learn more.

Qualifications

A successful candidate will have a post-secondary education in journalism or a related field and at least a year of experience in media. You write, edit and proofread effectively and have great communication skills. Your skill set includes fluency in Microsoft Office, Adobe InDesign and various Mac suites.

Applicants are also required to submit three published articles along with a cover letter and resume.

Interested candidates should e-mail their resume and cover letter to Anthony Charron, Associate Editor, tcharron@redpointmedia.ca, by Friday, February 13, 2009.

Mail:

Avenue magazine Editorial Internship
c/o RedPoint Media Group Inc.
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