Chesapeake Bay Media
2020 Internship Description

Department: Editorial

Intern Supervisor: Chesapeake Bay Magazine Managing Editor

Scope: Chesapeake Bay Media (CBM) seeks an editorial intern for its print publications Chesapeake Bay Magazine, the Bay Weekly newspaper and Bay Bulletin online news site. We’re looking for someone with a passion for communicating the unique stories of the Chesapeake Bay. The editorial intern will work with the editorial staff of all three publications to assist with a slate of projects including Bay Bulletin and Bay Weekly content creation, social media posts, and CBM event coverage. The Intern will have the chance to make their mark across CBM’s different media platforms, developing unique content for social media, assisting with media generation and production, and contributing to a weekly news bulletin. The Editorial Intern will also provide other support for the Editorial Department as needed.

Proposed Intern Schedule (Flexible depending on school requirements): Part-time, approximately 15 hours a week, 8 weeks in the summer between June and August. Some telecommuting may be possible.

Intern Goals and Responsibilities:
● Work with the Bay Bulletin news director and Bay Weekly staff to research, write and post weekly news stories
● Curate and schedule out high-interest Facebook and Instagram posts
● Work with editorial staff to gather and update current content for CBM editorial calendar of events
● Work with editorial team to assist with production of Chesapeake Bay Magazine
● Cover events as a CBM representative, taking photos, video and writing up event reports

Requirements:
● Current enrollment in a graduate or undergraduate degree program in Communications, Journalism, Creative Writing, or related field
● Knowledge of the Chesapeake Bay culture, its waterfront communities, and/or its environmental issues highly desired
● Experience creating and managing social media content
● Experience with Google and Windows applications, with additional skills in graphic design, photography, Adobe Creative Suite, and video production desired.
● Ability to work independently on multiple tasks while maintaining quality and meeting deadlines
● Flexible hours; availability to work some weekends

Compensation:
Though this internship is unpaid, CBM will work with the intern’s current academic institution to arrange for course credit and other academic requirements.

**Application Procedure:**
The following additional items are required to complete your application.

- A resume and a cover letter of no more than 500 words which explains how the Chesapeake Bay Media internship fits with your experience and career goals. Please describe what you hope to achieve from the experience and what you believe you can contribute.
- A portfolio of several writing samples, videos, blog posts or other creative projects.
- Two professional or academic references we may contact.
- Copies of your most recent transcripts (unofficial copies are fine).

Please direct applications to chris@chesapeakebaymagazine.com

**Additional information on be found on our website:**
www.chesapeakebaymagazine.com