Editorial Intern
pacific REVIEW

Pacific REVIEW editorial interns receive hands-on experience in reading and accepting or rejecting submissions in addition to a first-hand look at the production of a national literary journal. Interns’ primary focus is reading and qualifying submissions for upcoming issues. Over the course of a semester’s internship, interns participate in the production of one issue, working closely with the editor-in-chief to verify submissions that go in the magazine. Interns should be organized, and willing to spend time carefully reading and qualifying submissions. They should be ready to deal with deadlines, and be ready to take on a variety of journalistic challenges.

Desired Skill Set:
- Interest in pursuing a career in publishing
- Strong reading skills
- Sense of humor, understanding, compassion for submitters, and dependability
- Ability to meet reading deadlines while keeping up with class work

Editorial Duties:
- Read and evaluate submissions, and work closely with the editor-in-chief
- Assist with research when needed
- Staying focused on the theme of our issue
- Attend editorial meetings on issue topics
- Do other projects as assigned by the editor

Internships are part time, several days a week. Some late hours may be required during the final production times. Internships last 1 semester.

Benefits:
- Valuable editing experience for a nationally known literary journal.
- Learning how to determine writing of a professional level.
- Teamwork and commitment in meeting deadlines under pressure.

Open till March 1, 2005

pacific REVIEW’s website is located at: pacificreview.sdsu.edu. Please forward your resume and a writing sample about yourself to:

Leon Lanzbom
Editor, pacific REVIEW
c/o Dept. English & Comparative Literature
San Diego State University
5500 Campanile Dr.
San Diego, CA 92182-8140
pacificREVIEW_sdsu@yahoo.com
Business Marketing Publishing Intern
pacific REVIEW

pacific REVIEW is looking for students interested in internship for fundraising, marketing, promotion, and outreach. You will garner valuable work experience that can help you build your career in business or publishing. Interns will concentrate in these areas: advertising, fundraising, marketing, promotion & communications, media relations, and outreach.

Desired Skill Set:
• Interest in pursuing a career in publishing, advertising, or marketing
• Strong verbal, interpersonal social skills
• Grace under pressure, courage and humor, flexibility and self-direction
• Self-starter with the ability to work effectively alone

Areas of focus:

Fundraising duties will be organized around the annual fundraising cycle and may include donor research, mail solicitation, face-to-face meetings with donors, online and telephone fundraising, event production, gift solicitation, donor database management; this is an internship with emphasis on learning how a small fundraising shop works. Experience you will gain: writing for fundraising, event production and logistics, planning and strategy for fundraising, integrating fundraising and marketing, general office experience.

Marketing & Promotion duties will include event marketing and coordination, circulation support, database administration, online media, and various other projects; this internship emphasizes learning the way an advertising department works as well as ways to increase magazine circulation though traditional outlets and face-to-face contact. Experience you will gain: event planning and facilitation, presentation development, database management, knowledge of magazine circulation.

Media Relations, Communications & Outreach duties will be organized around the publication cycle of pacific REVIEW, and may include research about and contact with key organizations to help get the word out about pacific REVIEW, drafting print outreach materials, database administration, and other activities. This internship emphasizes communications, public relations and community outreach. Experience you will gain: researching and qualifying public interest prospects, presentation and “closing” an outreach opportunity, creating materials for outreach, managing media relations databases, how to integrate communications with journalism.
Open till March 1, 2005

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Graphic Design / Photography Intern
pacific REVIEW

The Graphic Design/photography Intern will help design our annual issue to the highest standards. You will receive a high level of responsibility. Our goal is to include as much graphic art and fine photography as possible over the one semester commitment required. Interns will not only learn the inner workings of a literary journal, but will be able to also use the experience gained with pacific REVIEW as a gateway into other journals or magazines.

Responsibilities include:
- Design of magazine sections contact artists and photographers
- Assistance in preparing art and photography
- Photo and illustration research
- Develop contacts and establish correspondence with photographers
- Assistance with routine office activities

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