

WHAT'S UP? MAGAZINE

ANNAPOLIS • EASTERN SHORE • WEST COUNTY

What's Up? Media is the publisher of the upscale, glossy print, city and regional publications
What's Up? Annapolis, *What's Up? Eastern Shore*, *What's Up? West County*, and *What's Up? Weddings*

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What's Up? Wants You!

What's Up? Media is seeking to contract a Calendar Assistant Intern for What's Up? Media.

This is a 10–20 hours per week internship (Area of Study: Media Production).

Objectives include learning the following skills from mentor:

Production and workflow management

Editorial Research

Creative Writing

Digital Copywriting

Community Outreach

Client Relations Skills and Business Acumen

Necessary computer skills include: Microsoft Word, Excel, and efficient typing. Familiarity with Dropbox, Web Site Hosting platforms, and photo resizing/file paths is helpful although not necessary. This internship supports the Community Events Editor with data entry of fact checked events information with correct style/formatting, spelling, and grammar. This job is perfect for an English/Creative Writing student. Intern would have the opportunity to learn about digital copywriting and marketing from your supervisor, the Community Events Editor. If you have a flair for writing and eye for detail, the position also allows for creativity in adapting press releases and/or event announcements and potential for additional writing assignments based on performance. Intern could take pride in knowing your role helps to inform your community of nearly 340,000 readers and upwards of 200,000 website visitors about local events. This position helps promote culture, the arts, charitable nonprofits, sporting events, and special events, which results in growing the local economy. Intern candidates should have the following qualities: attention to detail, professionalism, ability to take direction well, accountable for assignments, good follow through, willingness to ask questions, and be a creative thinker.

Please email the following documents (Cover Letter, Unofficial Transcript, and Writing Sample) for consideration to m Lauren@whatsupmag.com with the Email Subject Line: What's Up? Media Intern Candidate. No phone calls, please. Thank you.