

Application for an Internship at River Styx

Conditions of the Internship

River Styx interns must commit to working *a minimum* of **six hours a week** on at least **two days a week**. The office is open on **Tuesdays, Wednesdays, and Thursdays from noon to 4 p.m.** If you are earning college credit in exchange for your internship, you will be expected to work the minimum six hours per week **for one semester** and to fulfill all other obligations.

Former interns are welcome to apply to continue to work at River Styx as volunteers after their internships expire—and are encouraged to do so!

Duties

All Interns

- Distribute flyers for events
- Attend the River Styx Reading Series held on the third Monday of every month

Editorial Intern

- Update the submission database and perform other computer tasks
- Participate in editorial meetings
- Help to proofread and edit the magazine before it goes to press
- Process withdrawals
- Send emails (withdrawals, general correspondence, etc.)
- Prepare mailings (sending issues, contracts)

Grant Intern

- Gather statistics
- Prepare and design supplementary materials as needed
- Draft grants and make changes given by Director of Outreach Programming
- Copy edit and update surveys

Graphic Design Intern

- Design and update posters/flyers, signs, handbills, brochures, logos, and bookmarks
- Copy edit text on the above documents
- Maintain the website

PR Intern

- Draft press releases, newsletters, thank-you letters, and other written materials
- Post to social media sites (Facebook, Twitter, Instagram, YouTube) and use Hootsuite
- Post on Instagram during events (live feed)
- Copy edit and update letters (subscription, contributors, donations, etc.)

Benefits

- Class credit
- Free admission to all River Styx events and invitations to issue-release parties
- Free copies of *River Styx* issued during the internship
- Access to our library of hundreds of other literary magazines
- Invaluable editorial, publishing, and office experience
- The chance to meet award-winning local, national, and international writers at the monthly River Styx Reading Series
- Letters of recommendation for future employment or education
- Access to job leads and contacts

Upon finishing your internship, you will also participate in **an exit interview** to provide feedback about your experience and suggestions for improvements. If, at any time, we feel you have neglected to perform your internship responsibilities or cannot perform them to the high standard we expect, your internship may be terminated.

If you wish to apply for an internship under the conditions described above, please fill out the form below and email it to theresa.brickman@riverstyx.org.

Name:

Address:

Phone Number:

Email Address:

Are you currently a student? If so, where? What is your major? Briefly describe your educational background.

Which writers do you admire? Why?

Please attach your class schedule for the semester you want to intern and a résumé that lists your previous job experience, include dates of employment, and briefly list your duties.

Letters of Reference

Please list **two references** (teachers, employers, or publishers) that we may contact about your eligibility:

Name and Position:

Relationship to applicant:

Phone number and e-mail address:

Name and Position:

Relationship to applicant:

Phone number and e-mail address:

Requested Hours and Times

I want to begin my internship on:

I want to complete my internship on:

My preferred days and hours are:

(Please note that the office is only open Tuesdays through Thursdays from noon to 4 p.m.)

I prefer to be this type of intern (rank by order of interest, 1= highest, 4= lowest):

_____ Editorial intern

_____ Grant intern

_____ Graphic Design intern

_____ PR intern

Signature:

Date:

Thank you for your interest in River Styx!