

## **FSU Editing Internship Program – List of Potential Internship Sites**

The following is a representative list of organizations both in and outside the Tallahassee area that have sponsored internships. Please visit the organization's website or make a phone call for more information if a contact person or e-mail address is not listed. Keep in mind that the contact information listed here may have changed since our most recent update. Even if the contact information here is not current, someone at the organization will most likely be able to point you in the right direction. It is the intern's responsibility to check the agency contact information prior to applying for an internship.

To submit information about organizations to add to this list, please contact Dr. Molly Hand at [mhand@fsu.edu](mailto:mhand@fsu.edu).

### **University Publications and Offices**

#### **Center for Leadership and Social Change**

110 S. Woodward Ave. Suite 3100

Paige Rentz, [prentz@fsu.edu](mailto:prentz@fsu.edu) 850-645-8780

Description: The Center for Leadership & Social Change seeks a media intern. All year-availability is preferred, but the internship can be filled on a semester-by-semester basis. Responsibilities of the media intern include:

- Write, edit and publish news updates
- Write, edit and publish press releases
- Contribute to the center's website and increasing journalistic coverage of CLSC events
- Contribute to social media outreach
- Fulfill other responsibilities as determined by media specialist Paige Rentz and other center staff.

To apply, email a writing sample, resume and cover letter in PDF format to Paige Rentz at [prentz@fsu.edu](mailto:prentz@fsu.edu).

#### **FSU Art Department**

220 FAB 540 West Call Street Mary Stewart, [mstewart3@fsu.edu](mailto:mstewart3@fsu.edu)

Description: Interns help to research and visually construct lectures, create sample assignments, including exhibition reviews, extended PowerPoints for Expeditions Project and State of the Art, serve as mentor to students as they write their papers and developed their presentations. Students need a LOT of help in this area, and interns who are good writers tend to be excellent coaches.

#### **FSU Black Student Union**

Florida State University Student Government Association

Contact: Diamond Hill, [ddh14c@my.fsu.edu](mailto:ddh14c@my.fsu.edu)

Description: Intern responsibilities will vary depending on the need of the organization. They include but are not limited to assigning stories for writers, editing articles for content, sentence structure and grammar, writing stories, and overseeing all steps of production for the organization. Students may also edit presentations, proposals, and letters produces on the Black Student Union's behalf. regarding the community garden and any necessary paperwork for school, and distributes flyers and promotional items.

#### **FSU DeVoe L. Moore Center**

Description: An intern is needed at the DeVoe Moore Center at Florida State University to help launch a newsletter and semesterly magazine. The material will highlight the center's innovative business model that supports social entrepreneurship and innovation, student-generated policy research, and impact. The intern would be writing copy and helping design the publications. The position is available for the entire

17-18 academic year, and would be approached as a fully integrated staff position within the organization. The DeVoe Moore Center's business model focuses on output and the quality of content, not technical job descriptions or formal academic status. Please send inquiries and letters of application/résumés to:

Samuel R. Staley, Ph.D.  
Director, DeVoe L. Moore Center  
Florida State University  
[sstaley@fsu.edu](mailto:ssstaley@fsu.edu)

### **FSU Career Center**

Kelli Gemmer; [kgemmer@fsu.edu](mailto:kgemmer@fsu.edu); 850-644-6434  
Dunlap Success Center, 100 S Woodward Ave. Office #2111

Description: The Career Center Communications Intern assists in the management and development of The Career Center's Seminole Success Stories and other communications. Responsibilities include (but are not limited to):

- Developing Seminole Success Stories to promote the success of FSU students, assist with communications about The Career Center's events and services to students, connect with employers, and build relationships with on-campus departments and the community at large
- Assisting in video production for The Career Center's Seminole Success Story series, as well as other short promotional videos and photography
- Tracking and reporting statistics of Seminole Success Stories
- Assisting Publications and Promotions Coordinator with marketing plan and campaign brainstorming
- Writing press releases as needed
- Editing publications as needed

### **FSU Center for Undergraduate Research and Academic Engagement (CRE)**

127 Honors Way, Honors, Scholars, and Fellows House (above the Chick-fil-a off of Landis Green),  
Tallahassee, FL 32306-1234

Latika Young, Interim Director, [llyoung@fsu.edu](mailto:llyoung@fsu.edu), 850 645-9630

Description: Duties may include creating and/or editing materials for incoming students, current program's, syllabi, and the website, as well as communicating via e-mail and in person with administrators, faculty, campus partners, and students. We also welcome your ideas and innovations!

### **FSU College of Communication and Information**

Kate Mullen, [kmullen@fsu.edu](mailto:kmullen@fsu.edu)

143 Honors Way  
William Johnston Building, Rm 2022

Description: Students are responsible for interviewing and writing profiles on successful alumni, students, donors and friends of the College of Communication and Information. Interns participate in our weekly Comm Team meeting, help coordinate and work College events and will learn Wordpress.

### **FSU College of Arts and Sciences**

Description: The College of Arts and Sciences seeks up to two interns to write about new and noteworthy events taking place among its two dozen departments and programs for the college's web page. Interns will report to the Office of the Dean. Each intern will be assigned specific academic departments to cover, and will be responsible for researching stories about activities within those departments. Published content may range from brief blurbs to longer profiles. Facility with Drupal and Photoshop preferred. There may also be the opportunity to work on the college magazine, *Across the Spectrum*, and/or on the college Facebook page ([www.facebook.com/FSUArtsAndSciences](http://www.facebook.com/FSUArtsAndSciences)). Interested students should submit a

cover letter and résumé to Barry Ray, director of the Office of Media and Communications, at [beray@fsu.edu](mailto:beray@fsu.edu).

### **FSU College of Fine Arts**

Anna Prentiss - 850-645-2706 - [Aprentiss@fsu.edu](mailto:Aprentiss@fsu.edu)

108 S. Copeland St // Kellogg Research Building (KRB) room 219

Description: Interns will assist in the creation of blog entries as requested by the College Communications Specialist using the WordPress Platform, social media updates (Facebook, Twitter, Instagram, LinkedIn). Previous experience with social media is highly preferred. Experience with Adobe Creative Suite and WordPress is a plus. Please submit writing examples to Anna Prentiss. More information can be found at: <http://cfa.fsu.edu/college-of-fine-arts-internship-opportunities/>

### **FSU Department of Athletics**

403 Stadium Dr, P.O. Box 2195, Tallahassee, FL 32316 Elliott Finebloom, [efinebloom@fsu.edu](mailto:efinebloom@fsu.edu), (850) 644-1065

Description: Interns will research, interview, and write feature stories on FSU athletes.

### **FSU Dept of Chemistry & Biochemistry DLC 614**

Salvatore Profeta, Jr. [profeta@chem.fsu.edu](mailto:profeta@chem.fsu.edu)

### **FSU Department of English**

Contact: Jack Clifford [jclifford@fsu.edu](mailto:jclifford@fsu.edu)

Description: As an intern with the English department, you will be asked to edit articles for the department's alumni magazine. Familiarity with the Associated Press style guide is helpful, as is an understanding of website design. Interns also might be asked to write articles that cover department accomplishments, such as writing or research awards won by professors and graduate students.

### **The FSU Department of Psychology**

Description: The department of psychology is seeking an intern to assist with the department newsletter, banners on the website, and the department's alumni and friends facebook page. This internship is unpaid, and would fulfill the ENC 4942 requirements for 1-2 credit hours. Inquiries, cover letters and resumes may be submitted to : Tiffany K. Hardy, Ph.D., Associate Chair

Phone: 850-644-2040

Email: [hardy@psy.fsu.edu](mailto:hardy@psy.fsu.edu)

### **FSU Office of News and Research Communications**

Amy Farnum-Patronis, [afarnumpatronis@fsu.edu](mailto:afarnumpatronis@fsu.edu),

0008 Wescott Building, FSU Campus

850-645-1294

Description: Interns responsibilities will include developing news stories, writing feature articles, and creating web content for fsu.edu and news.fsu.edu.

### **FSU Office of the Vice President for Research—Office of Proposal Development**

2022 Westcott North Annex Tallahassee, FL. 32306-1330, Contact: Rachel Goff-Albritton, PhD.

Description: The Office of Proposal Development (OPD) is a research support service for faculty grant activity and research development. In an effort to increase faculty success in achieving external support for research and creative activities, the Office of Proposal Development seeks to equip faculty with the best possible grant resources, train faculty through use of interactive, relevant and effective workshops and programs, and assist faculty by providing high quality proposal development and consulting services.

Responsibilities of the intern may include: editing research grant proposals, writing blog posts, assisting with social media accounts, assisting with communications and promotion of OPD research networking or training events, writing boilerplate language about FSU research statistics/facilities/resources, improving online resources. To apply for this unpaid learning experience, e-mail a letter of interest and resume to [r.goffalbritton@fsu.edu](mailto:r.goffalbritton@fsu.edu).

### **FSU Reading and Writing Center/Digital Studio**

Stephen McElroy, [smcelroy@fsu.edu](mailto:smcelroy@fsu.edu)

Description: Peer-tutor interns tutor students in reading, writing, and composing in the Reading-Writing Center and/or Digital Studio. Additionally, interns complete professional development activities in order to become more reflective practitioners, and they attend bi-weekly staff meetings. **\*\*All peer-tutor interns must successfully complete ENC 3493 before beginning their internship in the RWC/DS.\*\***

### **FSU Sports Information Office**

Contact: Zach Stipe, (850) 644-1403, [zstipe@admin.fsu.edu](mailto:zstipe@admin.fsu.edu)

Description: Intern will attend all sporting events, help with media releases, interviews, articles, and media guides.

### **FSU University Communications—University News and Digital Communications**

600 W. College Ave. Office 0008, Tallahassee, FL 32306

Mark Vaughn, [mvaughn@fsu.edu](mailto:mvaughn@fsu.edu), 850-644-2828

Description: Primary responsibilities include, researching story ideas, writing scripts, creating rundowns, transcribing video, and other producing responsibilities.

### **Maggie Allesee National Center for Choreography**

Ansje Burdick, [aburdick@fsu.edu](mailto:aburdick@fsu.edu) 850-322-4835

Description: Interns will work to advertise events, edit media publications, as well as reach former and upcoming artists making sure all tour information is up to date.

### **Museum of Everyday Writing, Department of English**

Contact: Professor Kathleen Yancey, [kyancey@fsu.edu](mailto:kyancey@fsu.edu)

The Museum of Everyday Writing is dedicated to cataloging and archiving various types of writing that happen outside the spheres of school and work. Interns will engage in several tasks, among them composing correspondence; cataloging and uploading materials to the Museum of Everyday Writing; working on a special projects (e.g., contributing to a social media campaign); and creating at least one exhibit for the museum. Interns should have a basic understanding of digital composing and some experience in writing for the web.

### **Rhetoric and Composition Program, Department of English**

Michael Neal, [mrneal@fsu.edu](mailto:mrneal@fsu.edu)

Description: This internship involves working in and on the FSU Card Archive (located at <http://fsucardarchive.org>), a physical and digital archive of historic postcards. The work includes entering cards into a database to make them searchable by researchers, editing cards already in the site that are incomplete or incorrect and curating an exhibit for publication within the site.

### **Seminole Boosters**

Caroline Conway, [cconway@fsu.edu](mailto:cconway@fsu.edu) (850) 645-8604

Description: Interns work in coordination with the Director of Communications on multiple “Booster” messaging platforms. Projects could include social media, Unconquered Magazine and membership communications.

### **The Southeast Review- FSU**

Description: *The Southeast Review*, Florida State University's nationally renowned literary journal, is currently accepting internship applications for up to three credits. The internship's main responsibilities include producing writing prompts and exercises for inclusion in *The Southeast Review's* Writer's Regimen Program, managing social media, and completing mailings and other administrative and writing/editing tasks as assigned. You can learn more about the regimen program and the history of the journal at <http://southeastreview.org>. Interns also have the opportunity to serve as a fiction, poetry, or narrative nonfiction reader, working under one of the section editors to read through submissions for quality pieces to include in our next issue.

To apply, please forward a resume and official letter of interest to [southeastreview@gmail.com](mailto:southeastreview@gmail.com). In your letter, please discuss your prior editing and/or writing experience and why you would like to intern for *The Southeast Review*. Candidates selected for interview will need to be available to discuss the position in person or over Skype toward the end of the semester prior to their internship.

Please email Dorothy Chan (The Southeast Review's editor) at [southeastreview@gmail.com](mailto:southeastreview@gmail.com) if you have additional questions.

### **Sports Information Office**

Christa Salerno, [csalerno@fsu.edu](mailto:csalerno@fsu.edu) (850) 644-5653. Submit cover letter and resume to apply, or contact for more details.

### **Student Government Association**

Tony Nguyen, (850) 645-0160, [tmnguyen@fsu.edu](mailto:tmnguyen@fsu.edu)

Description: Interns are responsible for editing and writing primarily for SGA Today in addition to drafting and publishing social media posts. Interns are required to attend various student-run events to interview student leaders to write stories and captions about the events. Interns are also expected to research story ideas and interview student leaders about their achievements, and write an article for each. Interns' schedules will vary infrequently, relative to the interviewees' availability and the events throughout the semester. Interns are expected to edit their work, and are required to make at least three revisions on each work. Not all works are expected to be published, but will be considered. Depending on the interns' abilities, additional duties and assignments may be assigned. This internship is for-credit or volunteer and must attend mandatory office hours in addition to working on the field.

### **Non-Profit Agencies**

#### **Children Beyond Our Borders, Inc.**

Andrea Ortega, [andreao@chbob.org](mailto:andreao@chbob.org),  
(786)486-5689  
Gainesville, FL

Description: The Volunteer Internship Program is a selective internship program that allows individuals to get involved in an international non-profit organization. VIP interns are treated as employees by encouraging independence, originality, and a stress-free environment. While participating in VIP, interns apply their academic skills to a hands-on experience in the non-profit field. The overall goal of CBOB's Volunteer Intern Program is to encourage and empower our interns by providing life skills that can prepare them for a successful future. We do this by providing training in the nonprofit field and position specific professional development and creating exceptional hands-on experience.

Applications due: Sunday, December 4<sup>th</sup>.

### **The Children’s Campaign**

111 S Magnolia Dr #3, Tallahassee, FL 32301

Carol Armstrong, [carmstrong@iamforkids.org](mailto:carmstrong@iamforkids.org)

Description: The Children’s Campaign has openings in its unique workforce development program known as The Apprenticeship Center (TAC) for EWM students who are looking for communications experience and who have an interest in public policy and education. As a TAC communications apprentice, you will be part of a multi-disciplinary team responsible for implementing the strategic communication plan through projects that span print, online, and social media. Interns will be expected to commit to a minimum 15-20 hours/week, two-semester apprenticeship- one semester of which will meet the EWM internship requirement. Ideal candidates will have completed ENC 3416 and should plan to take ENC 3021 no later than in the first semester of their apprenticeship.

### **Council on Culture and the Arts (COCA)**

<http://coca.tallahasseearts.org/about-coca/join-our-team>

COCA welcomes inquiries about internships at any time from students interested in how a local arts agency functions. Most of our interns are graduate students in arts administration; however, we also have interns who are undergraduates, and very occasionally, high school students. For more information, contact COCA at [info@tallahasseearts.org](mailto:info@tallahasseearts.org).

### **Florida Association of Broadcasters**

201, S. Monroe St., Suite 201, Tallahassee Fl, 32301

Lindsay Varn, [Lvarn@fab.org](mailto:Lvarn@fab.org), (850) 681-6444

Description: FAB is a non-profit organization that serves all TV and radio stations in Florida. Interns will work with Public Service Announcements. They will review the list of campaigns for various organizations in search of PSA airtime. Additionally, interns will be calculating airtime rates, creating reports of airtime for clients monthly, and contacting TV and radio stations in the state.

### **The James Madison Institute**

10 North Duval Street, Tallahassee, FL 32301

Becky Liner, Executive Vice President, [bliner@jamesmadison.org](mailto:bliner@jamesmadison.org), 850-386-3131

Description: Internships with the non-profit, non-partisan James Madison Institute require a large amount of research, writing and editing on a wide range of public policy issues. Interns will be responsible for creating and editing written work the Institute produces through weekly, monthly, quarterly and annual periodicals, including an online publication *The Verve*.

### **Palmer Monroe Teen Center**

[Palmer Monroe Teen Center](#)

1900 Jackson Bluff Road | 891-2569

Center Hours: **Monday - Saturday:** 2:00 - 8:00pm

#### **a. Writing center tutor/instructor (1-2 positions available)**

The interns will work with middle and high school students at the center several days per week, and must be available from 4-6 p.m. each day (interns \*may\* work other hours in addition, but this block of time during after school hours is required). Interns will provide tutoring, writing practice and instruction, creative writing prompts and exercises, and will give one-on-one feedback to students. Applicants must have completed the Peer Tutoring course (ENG 3493) as a prerequisite. Since student work is confidential, interns will create “client reports” for the students they work with, and will submit these with their internship ePortfolio in lieu of actual student work they review/edit.



**b. Palmer Monroe Teen Center Newsletter** (1-2 positions available)

The interns will produce a weekly or biweekly newsletter with information, success stories, student profiles, event details, etc. Hours are flexible and can be arranged based on interns' schedules. Applicants should have some experience with document design and content creation, as well as an interest in the mission of the Palmer Monroe Teen Center.

**c. Palmer Monroe Teen Center Podcast** (1 position available)

The intern will produce a regular podcast spotlighting the center's restorative justice program, featuring teen voices and experiences, and emphasizing the center's mission. The intern will draft podcast pitches and scripts, interview teens, and edit and produce the podcast. Applicants should have some experience with interviewing and audio editing. Hours are flexible and can be arranged based on the intern's schedule.

Please send a cover letter and résumé to  
Ivanna Rebecca Pengelley  
Executive Director, Palmer Munroe Teen Center  
Office: [850.891.2568](tel:850.891.2568) | Cell: [850.508.5069](tel:850.508.5069)  
[becky.pengelley@talgov.com](mailto:becky.pengelley@talgov.com)

**Southern Shakespeare Company**

Description: The Southern Shakespeare Company (SSC) is a Tallahassee-based, non-profit organization that makes Shakespeare accessible and fun, and cultivates an appreciation of the arts through educational programs, training, and an annual free Shakespeare in the Park Festival. SSC seeks an intern to assist with a variety of writing and editing tasks, such as social media, editing and proofing promotional and educational materials, and other items as needed. Submit inquiries or letters of application and resumes to: Executive Director Laura Johnson at [laura@southernshakes.org](mailto:laura@southernshakes.org).

**Tallahassee Film Society – All Saints Cinema**

Contact: [filmnews@tallahasseefilms.com](mailto:filmnews@tallahasseefilms.com); 850-386-4404

Proficiency with e-media and graphic arts. Design online fliers advertising upcoming films at All Saints Cinema, a charming 75-person-capacity arts theatre at 918 Railroad Avenue, 32301. The theatre is also Tallahassee's former Amtrak station. Help manage social media and work on special projects under the direction of TFS President John Fraser and his staff. Periodically take tickets, introduce films, prepare popcorn, and serve wine, soft drinks, and water. Students normally work from home on flier design and other tasks. A \$500 stipend may be awarded based on successful completion of the internship.

[filmnews@tallahasseefilms.com](mailto:filmnews@tallahasseefilms.com)

**Theater with a Mission**

Ben Gunter, [bengunter@theaterwithamission.com](mailto:bengunter@theaterwithamission.com)

Description: Theater with a Mission is a troupe made up of actors, scholars, and entrepreneurs based in Tallahassee, Florida. We are united by one cultural quest: to rediscover history by reviving plays from *el Siglo de Oro*, the Spanish Golden Age. Positions with Theater with a Mission include:

- Dramatic Research Intern:
  - expanding and annotating sources from primary documents and translations
- Creative Writing Intern:
  - scripting introductions to performances for characters from 1703 speaking to audiences from 2017
- Publicist/Communications Intern, Print:
  - targeting audiences and creating articles to reach them

- Publicist/Communications Intern, Social Media:
  - collaborating to expand active accounts on Facebook, Twitter, Instagram, and Snapchat
- Assessment Intern, Audience Response:
  - designing, writing, and evaluating audience surveys (esp. surveys that are smart phone friendly)
- Archivist Intern:
  - planning and cataloging video, audio, photo, and print records

### **The Salvation Army**

Julie Smith, [Julie.Smith@uss.salvationarmy.org](mailto:Julie.Smith@uss.salvationarmy.org), (850) 222-0304 ext. 102

2410 Allen Road  
Tallahassee, FL 32312

#### Description:

The Salvation Army in Tallahassee is committed to breaking the cycle of poverty that has crippled and destroyed generations of families in Tallahassee. We are educating, inspiring, and ministering to these generations as we empower people to build lives of purpose. Sewing classes, summer day camp, anti-human trafficking programs, music instructions, social services, food pantry, kids, teens, college and women's ministries are just some of the new initiatives taking place at The Salvation Army in Tallahassee. Projects vary by semester, but interns can typically expect to:

- Develop registration, education, and program materials for fundraisers and events
- Write press releases and public service announcements
- Direct marketing efforts as related to fundraisers and sponsorships
- Post program information and photos to The Tallahassee Salvation Army's website, Facebook, and other social media accounts
- Strengthen existing and develop additional media contacts and relationships
- Assist in the development of media kits to promote all programs and volunteer opportunities within The Salvation Army
- Provide graphic design assistance in the development of informational and educational reports

### **United Way of the Big Bend**

Katrina Rolle, [katrina@uwbb.org](mailto:katrina@uwbb.org), (850)414-0855

307 East 7th Avenue,  
Tallahassee FL 32303

Description: United Way of the Big Bend (UWBB) is a non-profit organization that aims to lead collective action to create a healthy and prosperous community through its support of over 197 human services programs provided by agency partners within 8 counties in the Big Bend. This support helps over 11,000 people annually receive basic needs and emergency services (food, clothing, shelter, and other services). UWBB also has a collective impact agenda focusing on improving the lives of Leon county residents in the areas of Education, Income, and Health. UWBB is dedicated to creating collaborative strategies that result in long-lasting, positive change. Interns will work in the service of UWBB's mission to unite the support of Big Bend citizens to make a stronger, safer and healthier community. Internship opportunities are available in multiple areas, including website content management, public relations, social media, and digital media.

### **Volunteer Florida**

3800 Esplanade Way, Suite 180, Tallahassee, Florida 32311  
[info@volunteerflorida.org](mailto:info@volunteerflorida.org), 850-414-7400.

Description: Interns write and edit content for social, newsletters, press outreach, and website. Submit cover letter and resume to apply, or contact for more information.



## **621 Gallery Internships**

Internship position description and details at <http://www.621gallery.org/intern-volunteer/>

## **Advertising, Marketing, and Public Relations**

### **Bascom Communications & Consulting, LLC**

Kelsey Swithers, [Kelsey@bascomllc.com](mailto:Kelsey@bascomllc.com)

(850) 222-2140

217 South Adams Street

Tallahassee, FL 32301

Description: As an intern in our Tallahassee office during the legislative session, you will have the opportunity to get hands-on experience in the political communications field during committee weeks and session. During your internship with BCC, you will perform a variety of tasks that are linked to our ability to deliver quality service to our clients. Over the course of the internship, you will learn and familiarize yourself with writing press releases, opinion pieces and collateral material; handling media; monitoring social media; clipping news articles; providing administrative assistance; managing contact lists and mass mailings; and compiling press kits.

### **Bulldog Strategy Group**

Sandi Poreda, [sandi@bulldogstrategygroup.com](mailto:sandi@bulldogstrategygroup.com)

Tallahassee, FL

(850)766-1906

Description: Bulldog Strategy Group specializes in crisis communication response and training, litigation communication and strategic planning, as well as a full range of communication, public relations and marketing services.

### **Capital Regional Medical Center**

Lauren McCormack, [Lauren.McCormack@hcahealthcare.com](mailto:Lauren.McCormack@hcahealthcare.com)

(850)325-5591

2626 Capital Medical Blvd Tallahassee, FL 32308

Description: We are currently seeking candidates for our Marketing and Public Relations Internship Program. The term of the internship mimics the fall, spring and summer semesters and requires at least 20 hours per week. Students get hands on experience with social media management, event coordination, press release and copy writing, as well as other areas of marketing and public relations. The internship can be taken for credit.

Qualifications: Candidates must be currently enrolled in a marketing, public relations, or communications major. A strong writing background and good attitude is required. An outgoing personality and hunger to develop will also help! How to Apply: Please send resume, writing samples and references to [lauren.mccormack@hcahealthcare.com](mailto:lauren.mccormack@hcahealthcare.com)

### **CPS23 Marketing**

Chirag Shah - [chirag@cps23marketing.com](mailto:chirag@cps23marketing.com)

2236 Capital Circle Northeast, Suite 202

Tallahassee, FL 32308

Description: Daily activities for interns will include creating shareable online content, monitoring social media communities, analyzing data, researching and developing social/digital advertising campaigns. Interns will be expected to work a minimum of 10-15 hours/week. Ideal candidates will have strong research, writing and editing skills, familiar with the latest trends in digital marketing, possess superior interpersonal skills, and have the ability to work well with a diverse group of individuals.

**Franceschi Agency**

1911 Capital Circle NE Tallahassee, FL 32308

Lee Ann Fransceschi (850) 385-2900 [www.franadvertising.com](http://www.franadvertising.com)

Description: The Franceschi Agency is an advertising agency that has been around since 1968. They work to carry out effective marketing plans that are memorable and effective.

**MarketDone**

3006 south shore circle, Tallahassee FL, 32312

Deanna A. Mims, [Dmims@marketdone.com](mailto:Dmims@marketdone.com) (850)425-5240

Description: Interns will work directly with the owner of MarketDone and sometimes other extended team members, assisting with daily communication tasks such as identifying and contacting media with story ideas, creating media materials, drafting and editing communications vehicles, conducting research for projects, updating social media accounts, work hands-on with various clients and projects, signature event planning, marketing sales curriculum, press kits and releases.

**The Mayfield Group**

PO Box 13293 Tallahassee, FL 32317

Nancy Click, [nclick@mayfieldpr.com](mailto:nclick@mayfieldpr.com) or [info@mayfieldpr.com](mailto:info@mayfieldpr.com) (850) 421-9007

Description: The Mayfield Group is a local, dynamic boutique public relations agency seeking hard working, career minded, experienced persons to support a savvy PR team. The Mayfield Group clients are in the travel, culinary and luxury lifestyle sectors.

**Moore Communications Group**

2011 Delta Boulevard Tallahassee, FL 32303

(850)2240-0174, <http://www.moorecommgroup.com/locations/tallahassee>

Description: Whether it's public affairs or advertising, media relations or website design—Moore's list of services is diverse; with a very impressive portfolio.

**North Public Relations**

Contact: Melissa West, Director of Strategic Marketing; [Melissa@NorthPublicRelations.com](mailto:Melissa@NorthPublicRelations.com)  
843-278-9020

North is a full-service public relations and strategic communications consulting firm. Based in the southeast, the firm has provided clients full-service issues management, event planning, strategic communications and government relations for nearly a decade.

To learn more about North and our clients visit: [NorthPublicRelations.com](http://NorthPublicRelations.com)

Internship Description:

- Assist with developing, writing and distributing press releases
- Assist with media relations including but not limited to pitching story ideas on behalf of clients, researching media development opportunities and scheduling press interviews
- Assist with planning and executing a wide range of special events including fundraisers for nonprofits and political figures, statewide association conferences, and others
- Proof written materials to be used for print or electronic media venues including websites, newspapers, blogs and TV/Radio appearances and commercials
- Monitor of media outlets for news items of interest to the firm or its clients
- Build and maintain media lists and relationships with both statewide and nationwide media outlets
- Assist in communications with printers, graphic designers, and other firm relationships with vendors
- Assist with managing and updating client social media accounts
- Other public relations, marketing and communications tasks as needed

### **Rarasfarm.com**

Bob Creedon [cretin@rarasfarm.com](mailto:cretin@rarasfarm.com) (404)242-7442

Description: Rarasfarm.com is a Florida-based website dedicated to covering the rock music scene across the state. Our writers excel when they pair their interest in rock music with a fresh perspective and professional writing ability. This unpaid intern position will provide writers with opportunities to review new music and local shows, as well as an experience creating interviews and feature articles. Expectations include submission of an article per week, at least one music review, one live performance review, one interview and one feature of their choosing during the semester.

### **RB Oppenheim Associates Public Relations Internship**

Internship position description and details at <http://rboa.com/internships/>

### **The Red Hills, Motion Picture Releasing Company LLC**

1400 Village BLVD Suite#3-246 Tallahassee, Florida 32313-1231

Paul Cohen, [Paulcohenfilm@gmail.com](mailto:Paulcohenfilm@gmail.com), (646)-244-5598

Description: Student interns from the writing department will be actively engaged in creating tweets, blogs, posts, synopsis, wiki's and reviews for a number of independent feature films that are or will be released in movie theaters and on DVD and VOD throughout the United States during this semester. Additionally interns will be the support staff for a number of film presentations as part of the Torchlight Programs screening series.

### **WVFS Tallahassee 89.7FM (The Voice of Florida State)**

420 Diffenbaugh Tallahassee, Florida, 32306-1550

Dr. Misha Laurents (850)-644-9692

Description: Internships focus on all aspects of radio broadcast, including announcing, news, sports, PR, writing, production, and developments. Usually students doing internships work in a combination of these areas. Students are required to register for RTV 4800, in addition to ENC 4942, in order to complete the editing internship with WVFS.

### **Zimmerman Agency**

Brianna Belmonte, [bbelmonte@zimmerman.com](mailto:bbelmonte@zimmerman.com)

1821 Miccosukee Commons Dr, Tallahassee, FL 32308

Description: Interns will be working on various accounts within the company. Responsibilities include drafting and copyediting press releases, pitching letters to clients, proofreading TV and radio promotional scripts, creating media lists.

### **Magazine, Newspaper, & Online Media**

#### **Around the Writer's Table, [www.AroundTheWritersTable.com](http://www.AroundTheWritersTable.com)**

Contact: Gina Edwards, [www.AroundTheWritersTable.com](http://www.AroundTheWritersTable.com) ~ P.O. Box 231, Lloyd, FL 32337 ~ 850-766-6029

As the writing, editing, and publishing industries evolve rapidly, **Around the Writer's Table** is focused on providing multiple resources for writers and editors to help them find new avenues for their craft. This, in turn, opens opportunities for interns to participate in several ongoing and new projects. This internship is best suited to creative self-starters who are comfortable taking initiative and working in collaboration; are flexible and willing to take on multiple tasks as they arise; and can meet deadlines and track their activities. The intern(s) will report directly to the company owner, Gina Hogan Edwards, or to a senior intern coordinator. Face-to-face meetings will occur on a regular basis (ideally, weekly, with flexibility around class schedules). You are also expected to stay in close, regular communication throughout the semester via email and phone. Interns are required to use their own computers to complete tasks remotely.

The social media internship may include any of the following, depending on your experience and educational goals, and may expand during the course of the internship:

- Tasks across all social media platforms (primarily Facebook, LinkedIn, Twitter, and Instagram)
- Assist in development of a quarterly social media plan
  - o Participate in creating and posting blog topics and integrate them into an overall, quarterly social media plan
  - o Write posts and create memes to support blog content; these will be shared on Facebook, LinkedIn, Twitter, and Instagram; develop interrelationships among topics presented across all social media without duplicating content
- Web support for existing and emerging business models at Around the Writer's Table

### **Black Card Media**

Brendan Bonhan, [Brendan@Blackcardmedia.com](mailto:Brendan@Blackcardmedia.com)

Description: Black Card media offers several internships, but the writing one boils down to interns writing humorous content that may be published in a local humor/entertainment magazine. Black Card currently distributes to 15 campuses, each with their own unique content. Students get on-campus oversight through the editorial manager the company hires at each school, and feedback from a national level out of their home offices in Chicago.

### **The Black Sheep**

Quinn Myers, [quinn@theblacksheeponline.com](mailto:quinn@theblacksheeponline.com)

Description: The Black Sheep is a nationwide online magazine, which has branches in all different universities around the US. While the corporate office is in Chicago, a writing staff, run by an FSU student editor, meets on campus. Daily articles are written by FSU students for FSU students. Interns would be required to meet once a week, and write one article a week for the entirety of the semester.

### **Capital City Villager**

TallyVillager.com

Joe Berg, Publisher, [Tallahassy@gmail.com](mailto:Tallahassy@gmail.com) (850)320-7806

Description: Capital City villager is a quarterly alternative news magazine that covers arts, culture, and news from the Tallahassee area with a mission to #shoplocal850 and to preserve the authentic oddity of the capital city. Interns would be responsible to write and edit for the magazine while gaining experience in the publishing industry.

### **Dreams Abroad**

Dreams Abroad is seeking a content editor to proof and edit blog posts written by teachers abroad. Information about this organization is available at <http://dreamsabroad.org/>. This is an unpaid, remote internship, and the editor would also be responsible for selecting photographs to accompany blog posts. Submit inquiries, cover letters, and resumes to founder Leesa Truesdell at [leesatruesdell@gmail.com](mailto:leesatruesdell@gmail.com).

### **Franchise Sports**

Director Marcus Joseph - [Franchisesportstv@gmail.com](mailto:Franchisesportstv@gmail.com)

Description: Franchise Sports is an educational sports journalism and media program that offers students an internship opportunity to learn the basics of the sports journalism and media publishing industry, receive hands-on experience, and polish communication talents in an intimate, supervised atmosphere. Our program will function as a sports journalism training ground for students interested in reporting, editing, on-camera training, videographer training and public relations skills in the sports journalism industry. Franchise Sports Online offers students hands-on experience in their field of choice.

### **FSU Uloop News**

Megan Johnson, [megan@uloop.com](mailto:megan@uloop.com)

Description: Uloop News ([uloop.com](http://uloop.com)) is an online news and classifieds network for college students. Interns will submit 2 articles per week (at least 800 words and with images, research, interviews, etc.) pertaining to almost any subject of their choice. Writing categories include Campus Life, Entertainment, Fashion, Sports, Technology, Health, Business and Politics.

### **Gadsden County Times**

15 S. Madison St. Quincy, FL 32351

Cheri Harris, [charris@gadcotimes.com](mailto:charris@gadcotimes.com)

Description: The Gadsden County Times is a source for local news, sports, events and information in Gadsden County and Quincy, FL, and the surrounding area. This newspaper is available in print as well as online. They cover: news, sports, opinion, obituaries, public notices, and Classifieds. Interns would be editing articles and learning the skills required to run and produce a local newspaper.

### **Haute Living Miami Magazine**

Hadley Henriette, Managing Editor

[hadley@hauteliving.com](mailto:hadley@hauteliving.com)

3050 Biscayne Blvd. suite 400. Miami, FL 33137

Description: Haute Living is a lifestyle magazine and website covering extremely high-end events, brands and affluent individuals. Among other duties, capable interns will have the opportunity to write, copy edit, attend events and work on both print and web. We are looking for polished, motivated individuals who have familiarity with Miami and the luxury market to join us in our beautiful new offices. Editorial interns will assist the Managing Editor, searching the web for appropriate topics, copy editing, writing, collecting photography, fielding inquiries and more. They will have to opportunity to attend and work at high-end events. We are seeking top students who will take these responsibilities seriously. We are looking for 3rd and 4th year university students pursuing photography, journalism and English degrees for editorial internships. We also work one-on-one with students to hone their writing style for lifestyle publications. Proficiency in AP style writing is required, and considerable experience with Adobe Photoshop, social media, blogging is preferred.

### **The Journal of Art for Life (JAfL)**

Sara Scott Shields, [skshields@fsu.edu](mailto:skshields@fsu.edu)

3029 William Johnston Building, FSU

(910)540-3360f

Description: JAfL is an international, refereed journal focused on art education, museum education, art therapy, and arts administration in authentic, real-world contexts toward the goal of social progress through the arts. JAfL is seeking interns for Summer, Fall or Spring commitments for an internship equivalent to 3 credits hours. Interns will be expected to work around 3 hours/week, however this commitment could ebb and flow with some weeks being busy and other having little work to complete.

### **The Last Word Magazine**

Robert Cocanougher, [thelastwordfsu@gmail.com](mailto:thelastwordfsu@gmail.com)

600 W College Ave, Tallahassee, FL 32306

Description: An intern at The Last Word Magazine would have various duties, including writing regularly for the magazine, assisting the Section Editors that make up the staff of the magazine, and assisting in the editing and organizing of our print edition at the end of the semester. They may also be called on to help in other business of the magazine such as outreach or social media.

### **Muses & Visionaries Magazine**

Lola Thelin

561-515-4552 ext. 806 / [lola@magazinemv.com](mailto:lola@magazinemv.com)

319 Clematis Street, Suite 510, West Palm Beach, FL 33401

Description: Our goal is empowerment and education through profiles, in-depth articles, personal essays and more. As a women's lifestyle publication, we place heavy emphasis on featuring women across industries who are doing amazing things and stories relevant to the day-to-day realities of women. The editorial internship includes working side by side with the editorial director and fashion editor as needed, writing web stories and print stories, editing, fact checking and sourcing images. Editorial interns may also be called upon to pitch stories to editor.

### **nFocus Magazine**

Nancy Floyd, editor ([nfloyd@southcomm.com](mailto:nfloyd@southcomm.com)) and Lauren Langston Stewart, managing editor ([llstewart@southcomm.com](mailto:llstewart@southcomm.com))

210 12th Avenue South, Suite 100, Nashville, TN 37203

Description: Editorial interns for *nFocus*, a monthly print publication, will research and write articles for print and web, assist on photo shoots, manage administrative tasks to assist editorial staff, copy edit and fact-check stories, and attend/cover social events in Nashville.

### **Sarasota Magazine**

Megan McDonald, web editor, [meganm@sarasotamagazine.com](mailto:meganm@sarasotamagazine.com)

330 S. Pineapple Ave., Suite 205, Sarasota, FL 34236

Description: Duties include fact-checking articles, assisting editors with research and reporting, and writing web stories and short print pieces. We expect and encourage interns to be a part of the team by contributing their own ideas, attending meetings, and getting to know the editorial staff. Successful candidates will be detail-oriented, responsible, well-read, curious, and knowledgeable about the city. We prefer journalism, communications, English, and history students, particularly those who are active with campus publications and are interested in a career in journalism. More information can be found here: <https://www.sarasotamagazine.com/pages/internships>

### **Study Breaks Magazine**

Mark Stenberg; [editorial@studybreaks.com](mailto:editorial@studybreaks.com)

(210)705-3284

4954 Space Center Dr. San Antonio, TX 78218

Description: Interns will serve as the digital editor for *Study Breaks Magazine*. They are responsible for assisting the editor in proofreading student writing for a total 15 hours a week. Editing includes basic adherence to style guide and keen eye for grammatical/semantic errors, as well as working with backend website entry, populating content fields for titles, selecting and attributing pictures, and then providing feedback to the student writers. The student editor is in contact with the editor at least twice a week over the phone to discuss mistakes, areas for improvement, and to talk about the student writers. Essentially the second-in-command to the editor, the digital editor position has immense responsibility and autonomy, and is considered the bridge between the student writers and Study Breaks staff.

### **The Tab**

Contact: [rob.white@thetab.com](mailto:rob.white@thetab.com), and [matt@thetab.com](mailto:matt@thetab.com)

Tab Media

190 N 10th St, Suite 310

Brooklyn, NY 11211

Description: The Tab is a student news site by and for Florida State students. We do interesting journalism and cover what's happening on campus and in Tallahassee. Writers have the opportunity to write in multiple sections, including news, features, sports, opinion and fashion, so there's something for



everyone. You don't have to be an experienced writer— you'll work with trained journalists in New York to learn our style and voice. Writers will also have the opportunity to participate in The Tab Fellowship once they complete the required number of stories. Fellows will provide sharp reporting on campus life, and will also have the opportunity to cover this year's campaign trail for Electoral College, and contribute to Babe, the fastest growing women's site on the internet.

### **Tallahassee Democrat**

277 Magnolia Dr. Tallahassee, FL, 32301

Martha Gruender, [mgruender@tallahassee.com](mailto:mgruender@tallahassee.com), (850)599-2342

Description: Interns will be assisting with the promotion of events that the Democrat will be putting on as well as facilitating and organizing the events to make sure they are easily executed. Interns will also write articles in the Democrat to notify people of these occasions.

### **Tallahassee Woman Magazine**

PO Box, 13401 Tallahassee, Florida 32317-3401

Kim Rosier, [Kim@talwoman.com](mailto:Kim@talwoman.com) (850)893-9624

Description: An internship at Tallahassee Woman Magazine provides a well-rounded opportunity to learn and experience the magazine field. Interns gain experience in writing, editing, interviewing, research, distribution, and public relations.

## **Publishing Companies**

### **Dzanc Books**

Michelle Dotter, Senior Editor

[michelle@dzancbooks.org](mailto:michelle@dzancbooks.org)

303-902-8728

Remote internship

Description: Dzanc Books is a leading independent publisher of fiction and nonfiction. This is a part-time internship with a weekly commitment between 10-15 hours. Dzanc runs three internship cycles per year: summer (June - August), fall (September - November), and spring (February - April). Interns will be introduced to the basic production process of publishing, gain experience evaluating submissions, and take on special projects in accordance with interest and experience. The work of our interns is performed online and by phone.

### **Joyce Publishing**

Primary Contact: (850) 309-1400 or [hay@joycepublishing.com](mailto:hay@joycepublishing.com)

2940 E Park Ave, Suite C Tallahassee, FL 32301

Description: This internship provides professional writing and editing experience in a fun and friendly environment. An intern's main responsibilities would include contacting article writers and coordinating with them, writing articles, and editing all of the articles for *Home & Yard Magazine*. *Home & Yard* is an editorial and advertising publication targeted to upper income homeowners in Leon County. It is published four times a year (March, May, July, and September) and contains articles about a wide range of topics including home improvement and design/decorating ideas, landscaping tips, and environmental issues.

### **Renegade Publishing, Inc.**

Renegadereport.com Farhood Basiri, [fbasiri@fsu.edu](mailto:fbasiri@fsu.edu), (407) 412-7467

Description: Interns will utilize interviewing skills, attend press conferences, and write sports-related pieces.

## **Rowland Publishing**

Steve Bornhoft, sbornhoft@rowlandpublishing.com

Rowland Publishing is a Regional Publisher of Excellence offering the premier community magazines of Northwest Florida and custom publishing, project management and creative services.

## **Independent Bookstores**

### **The Bookshelf**

Annie Jones, (229) 228-7767

126 S. Broad Street

Thomasville, Georgia 31792

Description: The Bookshelf is currently seeking a Social Media Intern and Literary Events Intern for Spring 2017. Full position descriptions can be found online: <http://www.bookshelfthomasville.com/employment>.

### **Midtown Reader**

Description: Midtown Reader is looking for interns! We have openings for students in the FSU Editing Writing and Media program who want to fulfill their ENC4942 Writing Internship credit.

This internship will offer a behind the scenes look into the book selling business, including social media marketing, writing posts for our online blog, assisting with literary event planning and promoting, and more! The position is unpaid, but will fulfill the credit hour requirements for ENC4942. Interested in applying? Submit the attached application and resume to kim@midtownreader.com by November 21st. <https://drive.google.com/file/d/0B1vSf2uN7mrsSUNoTmtjaE40ems/view>

## **Local Businesses and Local Government**

### **City Of Tallahassee Public Information Office**

300 South Adams Street Tallahassee, FL 32301 Lizzy Kelley, [lizzy.kelley@talgov.com](mailto:lizzy.kelley@talgov.com) ; (850)-891-8533

### **Leon County Community and Media Relations**

Leon County Community and Media Relations Leon County Community and Media Relations facilitates the accurate, effective and timely flow of public information throughout Leon County Government. Our team works hard to tell stories of all Leon County work areas, and provide special event, mass communication, graphic design, and social media assistance to all departments and divisions. Interns will gain effective experience in media relations, local government communication strategies and managing a collective message. Interns will assist with:

- special events
- social media content
- news advisories and releases
- news stories for publication
- event photography
- graphic design
- video editing
- day-to-day operations

Contact: Celia Mott

[CMR@LeonCountyFL.gov](mailto:CMR@LeonCountyFL.gov)

Leon County Courthouse

301 S. Monroe Street, Suite 502

Tallahassee, FL 32301

### **Exclusive Career Coaching**

Les Edwards, [lesa@exclusivecareercoaching.com](mailto:lesa@exclusivecareercoaching.com)

Description: Exclusive Career Coaching is a full-service career management consultancy headquartered in Tallahassee. Services include writing resumes, cover letters, LinkedIn profiles, and executive biographies; coaching around the job search, job interviews, and salary negotiations; transition coaching as the client moves into his/her new role. Depending on the intern's interests and areas of expertise, the following are possible job duties:

- Manage social media posts, including writing posts, creating memes, uploading and optimizing blogs, and scheduling content on Hootsuite.
- Send emails to LinkedIn connections who have the potential to become clients.
- Write ad content for Facebook and other paid advertising outlets.
- Increase Likes and Follows on Facebook, Instagram.
- Write emails to send to existing email list, marketing services, special offers, etc.
- Write resumes, cover letters, and LinkedIn profiles under the tutelage of Les Edwards, Academy Certified Resume Writer and LinkedIn expert.
- Edit resumes, cover letters, and LinkedIn profiles written by Les Edwards.
- Organize and edit content of existing blogs by topic for a book series.
- Research topics for future workshops and webinars by determining what the ideal clients of Exclusive Career Coaching are asking questions about on social media.

### **Florida Department of Environmental Protection, Press Office**

Contact: Jason Mahon, Public Information Specialist; [DEPNews@dep.state.fl.us](mailto:DEPNews@dep.state.fl.us) or 850.245.2112.

### **Florida Senate and Florida House of Representatives.**

Paid proofreading and bill-editing internships during the annual legislative sessions each spring. Typically, \$11-13/hr for 20-40 hrs a week, afternoons and early evenings. All work must be completed on site in the House or Senate office buildings. Note: Open only to students who have graduated or have only one or two morning courses remaining. Register for ENC 4942 if you wish undergraduate credit or ENC 5945 for graduate credit (an ENC 5945 internship also counts toward the Graduate Certificate in Publishing and Editing).

**FL Senate contact:** Lucy Carter. [carter.lucy@flsenate.gov](mailto:carter.lucy@flsenate.gov) ♦ 850.487.5284

**FL House contact:** Jennifer Bronson. [Jennbronson8@gmail.com](mailto:Jennbronson8@gmail.com) ♦ 850.717.5408

### **Ripe City**

David Newmam (828)273-9251

1907 Hollywood Dr, Tallahassee, FL 32303

Description: Ripe City is a local urban farming venture dedicated to creating a healthier food system for both people and the planet. This intern position entails helping with the promotion of Ripe City Urban Farm. Intern tasks include assisting with the development of physical promotional materials such as brochures/posters, as well as helping write material for our monthly newsletter and occasional blog posts. 3-6hrs/week, unpaid/course credit.

### **World Ballet Inc.**

Anna Smith, [anna.smith@worldballetinc.org](mailto:anna.smith@worldballetinc.org)

Lake Jackson Town Center

3840 North Monroe Street, Suite 202

Tallahassee, FL 32303

Description: Duties for an editing intern include writing newspaper articles for Tallahassee Democrat, upkeep of our website, social media, and blogs, brief interviewing of participants at our events for follow-

up articles, and attending our performances and fundraisers for collecting article material.

**Students have also interned at the following sites:**

**Tallahassee:**

[The Pod Advertising](#)

[Fiore Communications](#)

[BowStern Marketing Communications](#)

[Visit Florida](#)

**Atlanta:**

[Cox Media](#)

[Score Atlanta](#)

**Atlanta Magazine**

<http://www.atlantamagazine.com/internships/>

260 Peachtree St NW Ste 300

Atlanta, GA 30303

Description: *Atlanta* magazine offers a comprehensive internship program for college and graduate students. (We are unable to accept interns who have already completed undergrad unless they are currently enrolled in graduate school.) You must be able to receive college credit for the internship in order to be eligible. Internships require approximately fifteen hours of work per week; these hours may be distributed across days of the intern's choosing, but they must be completed during the magazine's office hours of 8:30 a.m. to 5 p.m. Positions are unpaid but offer invaluable experience in all aspects of magazine journalism. A stipend of \$60 a month is available to cover the costs of parking downtown or taking MARTA. For more information about the internship application process, visit:

<http://www.atlantamagazine.com/internships/>

**Phase3**

3560 Atlanta Industrial Dr.

Atlanta, GA 30331

Description: Phase 3 Marketing & Communications (Phase 3) is seeking a qualified intern to join our dynamic marketing team in our downtown Atlanta office. Phase 3 produces quality work for a variety of clients including Buckhead Atlanta, Coca-Cola Bottling Co. Consolidated, Cox Media, GeorgiaPacific, Hewlett-Packard, Home Depot and more. Our team is seeking an intern who can participate in all stages of our client's marketing campaigns from ideation to execution. Candidates should be highly self-motivated and prepared to work in a fast-paced, deadline driven team environment. Ideally, the candidate should be interested in obtaining a position in marketing upon graduation and will complete the internship having gained broad experience in several marketing disciplines. For more information about the internship application process and available intern positions, visit: <http://www.phase3mc.com/careers/>

**NYC:**

[Socialfly](#)

Sterling Publishing

Quirky