Editorial Intern Position at London Calling

London Calling Arts was founded over 30 years ago to help arts organisations reach their audiences with promotional print material.

In July 2011 we launched http://londoncalling.com/, a cultural recommendations site focused on London.

To support the running of the website, we operate a rolling three-month internship programme for graduates and those looking to move into arts journalism or publicity.

The role
Reporting to the Online Brand Manager and the Features Editor, the successful applicant will help to run the website on a day to day basis, ensuring its look, feel and content are perfect for our readers. This will involve:

• Working extensively with the site’s CMS system to list and update events taking place in London.
• Writing and uploading articles, interviews and features on the site.
• Interacting with PR agencies and in-house press departments to secure the best and most exciting opportunities available.
• Attending press events, visiting venues and conducting interviews to create great content for the website.
• Working on additional short-term projects as they arise.

The Ideal Candidate
Essential:
• Be fluent in English, both written and spoken
• Live in, and have a good knowledge of, London
• Have an interest in the arts and cultural industries
• Have an interest in writing and journalism (to include editing, proofing and copy writing)
• Be confident with computers with the ability to learn new systems quickly

Desired:
• Have a background in online journalism, whether this be on a blog or other cultural sites
• Have experience of content management systems

How to apply
Please apply by sending a CV and short cover letter along with a sample of your written work to Helen Dalton, Online Brand Manager on Helen@LondonCalling.com.

The Editorial Internship lasts for three months. However we will be accepting applications continually and will keep your application on file until the next time we are recruiting.