



Spring 2017 Editorial Internship

On Tap offers a spring editorial internship to students and young professionals interested in pursuing a career in journalism or communications. We are looking for interns who can spend a minimum of 15-20 hours a week in our Alexandria, Va. office working directly with the managing editor, editorial assistant and other staff members. Our interns will gain an understanding of the editorial process driving every issue, from how compelling content is selected and articles are assigned to how the creative team operates during production. We also offer our interns the opportunity to be published in our magazine and to write online features over the course of their internship. Our internship program is offered for experience or course credit, and is an unpaid opportunity.

Responsibilities:

- Compile and organize editorial content for summer guides
- Coordinate the flow of events posted to our online calendar and included in the magazine
- Fact-check, proofread and make minor edits to summer guide and events calendar content
- Contribute to the Stage & Screen, Music Picks and Drink, Dine, Do sections of the magazine
- Write several reviews and previews for our website
- Write one feature piece for the magazine
- Research and brainstorm story ideas for future issues, and pitch them to the managing editor
- Support editorial staff with all aspects of the editorial process as needed, from helping to set up and coordinate interviews to ensuring all articles and photography/artwork arrive in a timely manner for production
- Complete administrative tasks including finding contact information for potential interviewees and press contacts, sending out links to published articles and mailing copies of the magazine to interviewees, and ensuring that our past coverage and contacts databases are up-to-date and accurate

Requirements:

- Strong interest in or studying communications, journalism, English or another related field
- Published clips or relevant writing samples
- 21+ is a preference, but not a requirement
- Regular access to a car is a preference, but not a requirement

About On Tap:

On Tap Magazine is a monthly lifestyle and entertainment publication highlighting what's new around the DC area. More than six million copies of our magazine have been distributed in the Washington metropolitan area, and we have featured hundreds of award-winning musicians, pro athletes and local celebrities. Our editorial coverage includes everything from food, wine, beer and spirits to music, theater, film and comedy. We also highlight sports, fashion and a range of other lifestyle and arts & culture content relevant to our local readership, ages 25 to 40. Our website, www.ontaponline.com, receives 65,000 unique visits per month from locals checking out content from our magazine, expanded calendars, photo galleries and online-only content. More than 40,000 people per year attend D.C. area events hosted and produced by On Tap, from concert series to launch parties. We have also raised more than \$100,000 for local and national charities and non-profit organizations through our efforts. Founded in 1998 and based in Alexandria, Va., our mission is to report on the places, people and events that define the DC area's eclectic and vibrant community, and to create events that enhance the unique neighborhoods in which we live and work.