Bay Area Magazine and Publishing Internships

PLEASE NOTE: THE FOLLOWING INTERNSHIPS WERE FOUND DURING THE SPRING OF 2011. SOME INTERNSHIPS MAY HAVE CHANGED OR BEEN DISCONTINUED. THE FOLLOWING SHOULD BE USED AS A REFERENCE AND IT IS RECOMMENDED THAT YOU RESEARCH THE COMPANY BEFORE DIRECTLY CONTACTING THEM.
**Internships:**

Press: **7x7 San Francisco**
Subject: 7x7 Magazine in San Francisco is seeking an editorial intern for fact checking, research, and writing. As a regional magazine, we are dedicated to SF’s people, style and culture and need someone who is a man/woman-about-town, with crackerjack writing skills and a good work ethic. Interns will gain valuable publishing experience and produce many glossy magazine clips.
Address: 59 Grant Avenue, 4th Floor, San Francisco, Ca. 94108
Website: www.7x7sf.com
Paid: No
Hours: 22-25 hours per week
How to Apply: Please email a cover letter, resume, and 3 writing samples to Senior Editor Sara Deseran at: sara@7x7.com. Please "Editorial Internship" in subject line.

Press: **All Shook Down Music Blog**
Subject: SF Weekly's music blog seeks interns who are fanatical about hip-hop, electronic music, DJ/club scene, metal, punk, pop, noise or and combo/offshoot of the aforementioned genre. Someone affluent in the local music scene and also keeping tabs on what is going on nationally is an ideal candidate. Intern will be assigned live shows reviews, band interviews, and must be knowledgeable in blog posting.
Address: 185 Berry Street, Suite 3800, San Francisco, Ca. 94107
Website: http://blogs.sfweekly.com/shookdown/
Paid: No
Hours: 10-20 hours per week
How to Apply: Please send cover letter, resume, and a couple of music writing samples to Jennifer.Maerz@sfweekly.com.

Press: **Avalon Travel**
Subject: Publishes Travel guides and is a market leader in the industry. Editorial internship with Avalon Travel will provide support to staff, and perform a select number of administrative tasks. Avalon Travel is an imprint of Sea Press.
Address: 1700 4th Street, Berkeley, Ca. 94710
Website: avalontravelbooks.com
Paid: No
Hours: 20 hours per week
How to Apply: Please send cover letter and resume to internships@avalonpub.com.
Please write internship name **Avalon Publishing Editorial Internship** in the subject line. Please adhere to the following application deadlines:
Winter/Spring: Application accepted November 15 through January 15
Summer: Applications accepted April 15 through June 1
Winter: Applications accepted June 15 through September 1
Press: **Bristol Publishing Enterprises**  
**Subject:** Bristol Publishing Enterprises is a publisher of cookbooks. From the classic *Nitty Gritty* volumes to the increasingly popular *Best 50* collections, Bristol is committed to helping everyday cooks get the best results from our recipes. Ideal interns possess a love for cooking, and will be willing to occasionally experiment with some of our recipes as well as provide editorial tasks in the office.  
**Address:** 2714 McCone Avenue Hayward, Ca. 94545  
**Website:** bristolpublishing.com  
**Paid:** No  
**Hours:** 15-20 per week  
**How to Apply:** Please send an email indicating what kind of cook you are, and what kind of cook you aspire to be, attach resume with internship qualifications. Please send to: aidan@bristolpublishing.com

Press: **CCC Publishing**  
**Subject:** CCC Publishing is looking for part-time editorial and marketing interns.  
**Address:** 530 8th Avenue #6, San Francisco, Ca. 94118  
**Website:** http://cccpublishing.com/  
**Paid:** No  
**Hours:** 20 hours per week  
**How to Apply:** Please send cover letter and resume to Brad Olsen at: brad@cccpublishing.com

Press: **Chronicle Books**  
**Subject:** Chronicle Books offers varied internships to qualified candidates year round. Start dates vary and are difficult to predict. Responsibilities vary, but can include evaluating manuscripts, attending meetings, helping with publicity campaigns. Interns must be highly organized and able to multi-task.  
**Address:** 680 Second Street, San Francisco, Ca. 94107  
**Website:** http://www.chroniclebooks.com/  
**Paid:** No  
**Hours:** ~20 hours per week  
**How to Apply:** Please submit cover letter and resume to Jobs@chroniclebooks.com, include Internship” in subject line. No phone calls please.

Press: **Chronicle Books, Children's Editorial Assistant**  
**Subject:** Chronicle Books Children's Division runs internships year round. Starting dates vary, and are difficult to predict. Interns will provide support to members of children's department, especially the Children's Editorial Assistant. Internships last for a duration of three months.  
**Address:** 680 Second Street, San Francisco, Ca. 94107
Website: http://www.chroniclebooks.com/
Paid: No
Hours: 16 hours per week
How to Apply: Please send resume to: jobs@chroniclebooks.com, include "Children's Department Intern" in subject line. No phone calls please.

Press: **City Lights Publishing**
Subject: Independent Publishers in San Francisco, Ca
Website: citylights.com
Paid: No
Hours: 10-20 per week
How to Apply: Please send a Cover Letter and Resume to:
   Attn. City Lights Publishers Internship
   City Lights Publishing
   261 Columbus Ave. San Francisco, Ca 94133
Or, send cover letter and resume to: staff@citylights.com Please include "Internship" in the subject line.

Press: **Diablo Magazine**
Subject: *Diablo* magazine welcomes interns to assist editors with producing the monthly city/regional magazine. Primary duties are research and fact checking, with opportunities for reporting and copyediting.
Address: 2520 Camino Diablo, Walnut Creek, Ca. 94597
Website: diabloomag.com
Paid: No
Hours: 10-20 hours per week
How to Apply: Please fax or send cover letter, resume, and three published clips to
   Ethan Fletcher
   2520 Camino Diablo
   Walnut Creek, Ca 94597
   Fax: (925) 943-1045

Press: **Diablo Custom Publishing**
Subject: DCP welcomes interns to assist editors with producing custom publications. Primary responsibilities involve fact checking and general editorial assistance. Occasionally, this includes reporting, writing and editing articles.
Address: 2520 Camino Diablo, Walnut Creek, Ca 94597
Website: http://www.dcpubs.com/
Paid: No
Hours: 10-20 per week
How to Apply: To apply please mail, fax, or email resume and writing clips (if available) to:
   Editorial Intern,
Press: **East Bay Express**
Subject: East Bay Express accepts student interns for the fall, spring, and summer semesters. This is an opportunity for aspiring journalists or those curious about working in a newsroom to gain hands-on experience. Interns contribute to papers and website. Fact-checking, emailing, processing letters, and responding to phone calls are expected duties of our interns, as well as pitching stories for news and music sections.
Address: 620 3rd Street Oakland, Ca. 94607
Website: http://www.eastbayexpress.com/
Paid: No
Hours: ~20 hours per week
How to Apply: Please send cover letter and resume to: Nate Seltenrich, Arts Editor: nate.seltenrich@eastbayexpress.com. Or, mail cover letter and resume to:
   East Bay Express  
   620 3rd Street  
   Oakland, Ca. 94607

Press: **Gaddo Gap Press**
Subject: Gaddo Gap Press’ quarterly, *Multicultural Education* features established and emerging voices on contemporary social and educational issues. We are indebted to the many editors, authors, and interns who work on this publication. Please check our website to see if there are any internships available.
Address: 3145 Geary Blvd. PMB 275 San Francisco, Ca. 94118
Website: caddogap.com
Paid: No
Hours: ~20-30 hours per week
How to Apply: Please check our website, if you think you'd be a good match for our editorial team, send your cover letter and resume to info@gaddocap.com with "Internship Availabilities" in the subject line. Include a brief message about what you are looking for in an internship.

Press: **Hardmagic**
Subject: Hardmagic interns will have the opportunity to improve their skills in creative writing, journalism, marketing, teaching, or desktop publishing. Visit mardmagic.com to find the right internship for you.
Address: varies depending on internship
Website: http://hardmagic.com
Paid: No
Hours: varies depending on internship
How to Apply: Please visit http://www.hardmagic.com/internship/ for more information on the internships that Hardmagic has to offer.

Press: Harper Collins
Subject: We are looking for candidates with long term career goals in publishing, who have completed relevant coursework in their desired internship area, and who possess excellent computer, communication and writing skills.
Address: many locations across the US, please search internships in San Francisco, Ca.
Website: www.harpercollinscareers.com
Paid: No
Hours: 10-30, depends on position
How to Apply: Eligible students are encouraged to submit their resumes to: info@harpercollins.com. Please indicate the internship opportunity in which you are interested in the subject line of your email. Please visit: http://www.harpercollinscareers.com/careers/students/st_internships.html for current opportunities.

Press: Heyday Books
Subject: Heyday Books is dedicated to providing quality Native American, and Asian American publications as well as literary anthologies, art, photography, and nature. Heyday has both editorial internships, and publishing internships available. Please visit http://www.heydaybooks.com/contact.html#internships to determine which internship is right for you.
Address: P.O. Box 9145 Berkeley, Ca. 94709
Website: heydaybooks.com
Paid: No
Hours: 8-12 hours per week
How to Apply: Please send your resume and a cover letter specifying your interest in publishing to:

    Internship Program Coordinator
    Heyday Books
    P.O. Box 9145 Berkeley, CA 94709

Or Fax: (510) 549-1889
Inquiries can also be made to: internship@heydaybook.com

Press: InCultureParent.com
Subject: We welcome interns with interest in editing, marketing, and advertising.
Address: 2101 Woolsey Street, Berkeley, Ca. 94705
Website: incultureparent.com
Paid: No
Hours: 10-20 hours per week
How to Apply: Please send resume and cover letter indicating specific interest in website to info@incultureparent.com. Include "Incultureparent Internship" in subject line.

Press: McSweeney's
Subject: Internships for McSweeney's are haphazard, disorganized, and entirely unpaid. However, interns are vital to McSweeney's and they generally have good experiences. Interns are expected to: read submissions, find images, check facts, and go to the post office. Perks include free books.
Address: 849 Valencia St, San Francisco, CA 94110, USA.
Website: http://www.mcsweeneyes.net/
Paid: No
Hours: 15-20 hours per week
How to Apply: Interested candidates should send and email to sf@mcsweeneyes.net discussing relevant experience, why they want to intern for McSweeney's in particular, and when they would be available. Must attach resume.

Press: No Starch Press
Subject: No Starch Press publishes the finest in geek entertainment, distinctive books on computing, and Manga guides. We focus on open source/Linux, security, hacking, programming, alternative operating systems, and science and math. We are always on the lookout for excellent proofreaders, copyeditors, and indexers. Please view our website to see if an internship would be ideal for you.
Address: 38 Ringold Street San Francisco, Ca. 94103
Website: nostarch.com
Paid: Yes and No, depends on which internship/job you are applying for.
Hours: Contingent on position
How to Apply: Please email info@nostarch.com with inquiries about position availability.

Press: Omnidawn Publications
Subject: Offers internships in poetry and new wave fiction media.
Address: 1632 Elm Avenue Richmond, Ca. 94805
Website: omnidawn.com
Paid: No
Hours: 10-20 hours per week
How to Apply: Please indicate "Internship Application" on fax cover sheet or in email subject line. Send fax or email with resume and writing samples to: manager@omnidawn.com.
Or Fax: (510) 232-8525
Press: **Resonate Social Media**
Subject: Social Media Interns are expected to liaise with clients regarding what they need for their social networking sites and blogs. Interns will also update client’s websites, update status’ on client’s facebook, and twitter accounts. Interns must have strong writing skills and be able to cater to client’s target market.
Address: None, this is a telecommunications-based company
Website: http://resonatesocial.com/
Paid: No
Hours: ~20-30 hours per week
How to Apply: Please send resume, and a two-paragraph blog article, or video on why you would like to work with Resonate Social Media. Check website for submissions guidelines.

Press: **San Francisco Bay Guardian**
Subject: The Bay Guardian offers opportunities for its interns to develop reporting skills and to write numerous articles. Bay Guardian also provides workshops for interns on city politics, research and writing skills, and freelancing. There are three editorial internship possibilities with the San Francisco Bay Guardian: Web or Culture, Arts & Entertainment, and News.
Address: 135 Mississippi Street, San Francisco, Ca. 94107
Website: http://www.sfbg.com
Paid?: No
Hours: ~20 hours per week
How to Apply: To apply for the Web or Culture internship please send a resume, cover letter, and three writing samples (clips are preferred) to:
   Marke B., SFBG
   135 Mississippi Street
   San Francisco, Ca. 94107
To apply for the Arts & Entertainment internship please send cover letter, resume, and three writing samples for music/theater/dance or visual arts to:
   Johnny Ray Huston, SFBG
   135 Mississippi Street,
   San Francisco, Ca 94107
To apply for the News internship please send resume, cover letter, and three writing samples (clips are preferable) to:
   Jackie Andrews, SFBG
   135 Mississippi Street
   San Francisco, Ca. 934107
Please adhere to the following deadlines for all internships:
Fall deadline: application must be postmarked August 20, internship begins in 2nd week of September.
Winter/Spring deadline: application must be postmarked December 13, internship begins in 2nd week of January.
Summer deadline: application must be postmarked April 12, internship begins 2nd week in May.
Press: San Francisco Magazine
Subject: San Fran Mag offers internships on a rolling basis. We're looking for highly motivated interns to help produce our award winning monthly city/regional magazine. Primary duties are fact checking, research, and proposing story ideas with occasional opportunities for writing and taking on more responsibility.
Address: 243 Vallejo Street San Francisco, Ca 94111
Website: sanfranmag.com
Paid: No
Hours: ~20 per week
How to Apply: Please send your resume, cover letter (which should address the duties and requirements noted above), and two writing samples to:
  Taylor Wiles, Acting Research Editor
  San Francisco Magazine
  243 Vallejo Street
  San Francisco, Ca. 94111
Email is strongly preferred: twiles@sanfranmag.com

Press: Seal Press
Subject: Inspired by the simple but radical notion that a book can change a woman’s life, Seal Press is devoted to publishing books that inform, reveal, engage, delight and support women of all ages and backgrounds. Interns are expected to support staff and perform a select amount of administrative tasks.
Address: 1700 4th Street, Berkeley, Ca. 94710
Website: sealpress.com
Paid: No
Hours: 20 hours per week
How to Apply: Please send cover letter and resume to internships@avalonpub.com. Please write internship name Seal Press Editorial Internship in the subject line.
Please adhere to the following application deadlines:
Winter/Spring: Application accepted November 15 through January 15
Summer: Applications accepted April 15 through June 1
Winter: Applications accepted June 15 through September 1

Press: Seybold Publishing
Subject: Seybold Publishing is a virtual company; there is no physical office. This internship would be telecommuting from student's home. Duties would include assisting publications manager in various duties.
Address: None
Website: http://seyboldpublications.com/
Paid: No
Hours: 10-20 hours per week
How to Apply: please send resume and cover letter to Molly Joss at: Seybold@thejossgroup.com.

Press: **SF Weekly**  
Subject: Interns are expected to assist managers in Art and Entertainment.  
Address: 185 Berry Street, Suite 3800, San Francisco, Ca. 94107  
Website: http://www.sfweekly.com  
Paid: No  
Hours: ~20 hours per week  
How to Apply: Please send resume and cover letter to:  
- Keith Bowers  
  Arts and Culture Editor, SF Weekly  
  185 Berry Street, Suite 3800  
  San Francisco, Ca. 94107

Press: **Sierra Club**  
Subject: Editorial internships at Sierra provide an overview of the process of selecting prepared manuscripts for publication. Interns sit in on editorial meetings and perform a variety of research and fact checking.  
Address: 85 Second Street, 2nd Floor, San Francisco, Ca. 94105  
Website: sierraclub.org  
Paid: No  
Hours: 20 hours per week, scheduling at interns discretion.  
How to Apply: Send letter describing qualifications and interests, along with a resume and brief writing sample to:  
- Sierra Magazine  
  Attn: Intern Manager  
  85 Second Street, 2nd Floor  
  San Francisco, Ca 94105  
You may email your inquiries about the internship to communications.internships@sierraclub.org before applying.  
Please note: The Most helpful writing samples show your ability to research facts, organize information, and interview sources. Journalistic samples are much preferred to research papers and personal essays.  
Summer application deadline: March 12 (May through August)  
Fall application deadline: August 3 (September through December)  
Winter/Spring Application deadline: November 1 (January through April)

Press: **Simon & Schuster**  
Subject: Simon & Schuster offers countless opportunities for motivated individuals eager to learn about publishing and gain invaluable hands-on experience.  
Website: various locations, indicate Bay Area location in application.  
Paid: No
Hours: 16-20 hours per week
How to Apply: Please complete and submit and application to:
www.simonandschuster.biz/careers. Attach cover letter and resume to application.
Cover letter should include area of interest (department and division) Resumes that
are mailed or emailed will not be considered. Please adhere to the following
application deadlines:
Fall program: September-December, App. Deadline: September 1
Spring program: January-May, App. Deadline: January 1
Summer program: June-August, App. Deadline: May 1

Press: **Sunset Magazine/ Time Inc.**
Subject: Time Inc. offers academic year and summer internships. You are eligible to
apply for an academic year internship if: you are currently pursuing your bachelor's
or master's degree, you are in strong academic standing, you have a passion for paid
content and our brands, you are focused on the media industry as your career
choice, you can commit a minimum of 14 hours per week.
Address: 80 Willow Road Menlo Park, ca. 94025
Website: sunset.com
Paid: No
Hours: 14 hours per week
How to Apply: Please visit the Time Inc. recruiting website to fill out an online
application. Intern candidates will be expected to submit a resume, two or three
writing samples, and a 300-word personal statement answering the following two
questions: What do you hope to gain from an internship with Time Inc.? What are
your long-term career goals and how would an internship at Time Inc. help to
advance those goals? Please indicate that you would like to work at the Sunset
magazine, Menlo Park, Ca. location in your application. Online applications can be
found here:
http://www.hr.timeinc.com/CampusRecruiting/campus/cr_academic_intern.htm

Press: **University of California Press**
Subject: UC Press occasionally offers internships in editing and acquisitions.
Address: 2120 Berkeley Way, Berkeley 94704
Website: ucpress.edu
Paid: No
Hours: 10-20 hours per week
How to Apply: please view http://www.ucpress.edu/about.php?p=careers for
current internship information.

Press: **WestEd Publications**
Subject: At WestED, we apply unrivaled expertise to significant questions and
important problems related to learning. Our staff work across education, health
Labor, child welfare, and other disciplines to create positive results for clients and
communities. We welcome applicants looking to make a quality difference for children, youth, and adults.
Address: 730 Harrison Street San Francisco, Ca. 94107
Website: www.wested.org
Paid: Yes, and No, depending on position
Hours: Vary according to position
How to Apply: Please visit http://www.wested.org/cs/we/print/docs/we/jobs.htm
For available opportunities and apply online.

Press: **Yoga Journal**
Subject: Yoga Journal offers both editorial internships and web editorial internships. Requirements for our interns are: editorial experience, maturity, enthusiasm, the ability to work independently, and a regular yoga practice and a strong interest in holistic health and lifestyle. Duties will include, assisting editor with tasks and product gathering, story research, helping maintain and build portfolios, and sending information to contributors.
Address: 475 Sansome Street, #850 San Francisco, Ca. 94111
Website: yogajournal.com
Paid: No
Hours: 16 hours per week
How to Apply: For editorial internship, email a short cover letter describing why you are Yoga Journal's best choice for this internship, two references, and two writing samples to: editintern@yjmag.com. For web editorial internship please email a cover letter, resume with three references, and writing samples to kwalsh@yogajournal.com.

Press: **Zoetrope, All Story**
Subject: Offers college students an opportunity to participate in many aspects of literary publishing, including editorial, production, and administration. Duties will also include shipping magazines and answering mail. A one-year subscription to Zoetrope is offered to all interns.
Address: 916 Kearney Street (at Columbus Avenue, in North beach) San Francisco, Ca 94133
Website: http://www.all-story.com
Paid: No
Hours: At least 15 hours per week
How to Apply: Please request an application by emailing cover letter and resume to info@allstory.com, attn: Krista Halverson.
**Full-time, Paid, or After-Graduate Internships:**

Press: **Hunter House**  
Subject: Hunter House strives to provide top-quality publications about health, family, and community. Internships are available on a varied basis. Please email editor for more information on what is available.  
Address: P.O. Box 2914 Alameda, Ca. 94501  
Website: hunterhouse.com  
Paid: Yes, depends on experience  
Hours: 16-20 hours per week  
How to Apply: Please contact editorial@hunterhouse.com for information on what is available.

Press: **Mother Jones Magazine**  
Subject: Full-time 6-month editorial or marketing internship  
Address: 222 Sutter Street, Suite 600 San Francisco, Ca. 94108  
Website: motherjones.com  
Paid: Yes, $1,000 monthly stipend  
Hours: Full-time ~40 hours per week  
How to Apply: Please visit http://motherjones.com/transition/internship/bb02-apply-int01-ed.html to fill out application packet.

Press: **Penguin Group**  
Subject: Applicants must possess a strong interest in book publishing. Internships are 10 weeks long. Please visit Penguin Group’s website to view current openings.  
Address: Varies with position applied for.  
Website: http://us.penguin.com  
Paid: Yes  
Hours: 20-40 hours per week  
How to Apply: Please email your resume and cover letter outlining your area of interest to: jobs@us.penguin.com. Application deadlines are as follows:  
Spring: January 15  
Summer: February 28  
Fall: August 15

Press: **Via Magazine**  
Subject: Via Magazine is funded by AAA Auto insurance. Intern responsibilities include fact checking, writing, and researching articles. Possible travel for article research as well. Internship is full-time for six months. Candidate must have strong interest in magazine journalism.  
Address: 3055 Oak Road, Mailstop W510, Walnut Creek, Ca. 94597  
Website: www.viamagazine.com  
Paid: Yes, $11.50 an hour
Hours: 32-40 hours per week
How to Apply: Please send three travel writing clips, a resume, and cover letter to:
Karen Zuercher
Associate managing Editor, VIA
3055 Oak Road
Mailstop W510
Walnut Creek, Ca 94597

Press: Zoetrope, All Story The Reader Program
Subject: Volunteer readers read and critique the 10,000 submissions Zoetrope receives each year. Story readers are included in masthead and also invited to various special events. Readers are required to read (in office only) at least 4 hours per week. Scheduling is flexible.
Address: 916 Kearney Street (at Columbus Avenue, in North Beach) San Francisco, Ca 94133
Website: http://www.all-story.com
Paid: No
Hours: 4+
How to Apply: Please send cover letter and resume to Krista Halverson at info@allstory.com