

EDITORIAL/PRODUCTION INTERN

Left Forum seeks to fill a part-time Editorial internship position for the Winter-Spring period. We seek a creative, highly skilled individual interested in helping to produce Left Forum's program for the March 2011 conference. The 2010 program was 82 pages, consisting of the schedule, speaker bios, ads, map, index, etc.

The Internship is unpaid. Ten hours a week is required, twenty hours preferred. Hours are flexible and the office is open afternoons and evenings. Start and end dates are flexible. Intern will work out of the Left Forum office in the CUNY Graduate Center in Midtown at 5th Avenue and 34th Street. This is excellent opportunity to develop and hone your technical and organizational skills while gaining valuable, high-profile experience in the academic and nonprofit arenas.

Primary Responsibilities

- Help to produce the official conference program utilizing InDesign
- Work with Left Forum staff, conference participants and CIVIcrm database to coordinate content and layout
- Solicit ads, compile speaker bios, addendum
- Act as primary liaison to printer
- Help with administrative tasks such as data entry
- Work with Left Forum staff to write and edit many kinds of communications (emails, mailings, brochures, flyers, postcards, etc.)

Required Skills

- Working Knowledge of InDesign, Photoshop, and other design software
- Experience with databases (Excel, Access, WebEx), Google Docs, Drupal preferred
- Excellent editorial, proofreading, research and verbal communication skills
- Strong organizational skills
- High level of attention to detail and seeing projects through to their completion
- Ability to prioritize and handle a variety of projects simultaneously
- Ability to work effectively both individually and in a team
- Interest in grassroots organizing and social justice

Why work with Left Forum?

This internship provides a great opportunity to meet and learn from scholars, activists, authors and artists. Intern will have the opportunity to work in a very casual, interesting academic work environment where you'll be able to meet and work with people who are involved with grassroots social justice movements.

Please send a brief cover letter and resume to: [volunteer\[at\]leftforum\[dot\]org](mailto:volunteer[at]leftforum[dot]org)

About Left Forum: Convening each spring in New York, Left Forum is the largest international conference of its kind. Continuing a tradition begun in the 1960s, we bring together intellectuals and organizers to share perspectives, strategies, experience and vision. Left Forum 2010 conference in March featured Noam Chomsky and drew over 3,000 participants for 250 panels and events.