

Left Forum Editorial Internship 2011-2012

Left Forum seeks to fill a part-time Editorial internship position for the Fall-Spring of 2011-2012 periods. This internship starts immediately. This is a six month internship and/or it can be divided according to the academic calendar year, as two internships, one per semester.

We seek a creative, highly skilled individual interested in helping to produce—Left Forum's program guide for the March 2012 conference, website content, html email blasts, and accompanying graphics. The 2011 program was 109 pages, consisting of the schedule, speaker bios, ads, map, index, etc.

PRIMARY RESPONSIBILITIES

- Help produce the conference program guide utilizing InDesign
- Work with Left Forum staff, conference participants to coordinate program content and layout
- Using latest database technologies (CiviCRM and Drupal) create reports and help compile speaker bios, addendum, and ads
- Act as primary liaison to printer
- Work with Left Forum staff to write and edit various key many communications (email blasts, ground mailings, brochures, flyers, postcards, etc.)
- Help produce and edit text based web content
- Help with some web graphics and html email production
- Long term possibilities of web design or graphic design projects
- Assist with operations during the 3-day conference (in a capacity related to the program guide)
- Work with staff to manage schedule changes, volunteers

REQUIRED SKILLS

- Experience with InDesign, Illustrator Photoshop, and other design and publishing software
- Experience with databases and spreadsheets (e.g., Access, Excel, Google Docs; CiviCRM)
- Superior editorial, proofreading, research and verbal communication
- 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

ABOUT THE INTERNSHIP

We're a small organization with a dedicated group of organizers, staff, and volunteers, leaving lots of room for your creativity. You'll have the opportunity to work in an interesting (and very relaxed!) office in the CUNY Graduate Center where you'll can interact with scholars, graduate students and people who are involved with grassroots social justice movements.

This internship is unpaid, although academic credit is available. Hours are flexible—we ask for 15-20 hours a week—and can be adapted to fit your schedule. People with diverse backgrounds and experience are encouraged to apply.

Please send a detailed cover letter and resume to volunteer@leftforum.org

ABOUT LEFT FORUM

Continuing a tradition begun in the 1960s, Left Forum convenes an international conference each spring in New York City. The conference involves a broad spectrum of progressive and Left intellectuals, organizers and academics who come together to share ideas to transform the world; to better understand commonalities, differences, and alternatives to current predicaments; and to engage a wide range of critical perspectives on the world. Left Forum 2011 drew more than 3,500 participants for 300 panels. Recent conference plenary sessions featured Noam Chomsky, Arundhati Roy, Cornel West, and Barbara Ehrenreich.

www.leftforum.org

212-817-2003