Internship Position Description

Position Number: 2
Position Name: MA Agricultural Magazine Development
Location: Boston - Remotely
Duration: June 6 – August 19, 2022

THIS POSITION IS UNPAID

Brief Description of Internship Position:
The Massachusetts Department of Agricultural Resources (MDAR) - Division of Agricultural Markets seeks an intern to assist with the various tasks in the first production of a magazine that will focus on the promotion of the Massachusetts Agricultural industry. MDAR has learned of an opportunity to partner with a publication company to develop and implement a print and digital communications program to tell the story of Massachusetts agriculture. The custom content program will showcase the contributions of agriculture to the state of Massachusetts through engaging articles, photography and design.

Description of Duties and Responsibilities:
- Assist with maintaining of timeline of publication task list
- Work with publication team to plan and develop a storylist
- Assist with editing process as stories are written
- Assist with the story photo shoot scheduling and coordination
- Assist with story review and editing with a five day turnaround.

Preferred Knowledge and Skills:
- Good written/editing and oral communication skills
- Attention to detail
- Good organizational skills
- Proficient in Microsoft Office, especially Excel, Word and Outlook
- Creative skills and experience with either Microsoft Publisher and Adobe Suite program prefable – however training can be provided.

Hours per week:
Flexible – total time could vary each week –15 - 20 hours/ week. More hours could be offered based on availability and project schedule.

Other relevant information:
- Interest in writing
- Overall interest in local food and farms