



# FASHION

FASHIONMAGAZINE.COM

## Internship Opportunities

*FASHION Magazine* offers three and four month unpaid internships in several departments: editorial, fashion, beauty, photo, marketing, design and sales. Interns work Mondays to Fridays, 10 a.m. to 5 p.m. Although the bulk of the work is administrative, interns gain valuable career experience in return for their efforts and are invited to sit in on editorial meetings.

A keen interest in magazines is essential. All interns should be detail-oriented and organized, with strong written and verbal communication skills, and the ability to juggle multiple demands and meet deadlines. Experience dealing with public relations people and a good phone manner are assets.

### opportunities currently available

**TORONTO EDITORIAL INTERNSHIP** Candidates for the editorial internship program should have a strong interest in the written word. Strong research skills, resourcefulness and persistence are essential. Editorial interns deal with mail, faxes and couriers, help process invoices, fact check copy and assist with research and proofreading. They may have the opportunity to write small pieces for the magazine if they show interest and ability. Journalism school graduates and students with a humanities background are encouraged to apply.

**TORONTO FASHION INTERNSHIP** Candidates for the fashion internship program should have a strong interest in both fashion magazines and the fashion industry. Much of the work involves shipping, receiving, unpacking and organizing merchandise, and tending to faxes and couriers. Fashion interns sometimes help out at photo shoots, attend market appointments with editors and compile vendor catalogues. They may also have the opportunity to write small pieces for the magazine if they show interest and ability.

**TORONTO BEAUTY INTERNSHIP** Candidates for the beauty internship program should have a strong interest in fashion/beauty magazines and knowledge of beauty brands and the beauty industry. Beauty interns contact PR reps to call in products and track down prices, assist editors in researching beauty stories and help organize the department as needed. They may also have the opportunity to write small pieces for the magazine if they show interest and ability.

**TORONTO PHOTO INTERNSHIP** Candidates for the photo internship program are usually photography or design graduates with strong visual skills, an eye for detail and a passion for photography and magazines. Interns work closely with the photo editor, assisting with photo research and acquisition, and some administrative tasks. Photoshop knowledge is essential.

**TORONTO ONLINE INTERNSHIP** Candidates should have a strong interest in both fashion and the web. Online interns post graphics and stories to the website, write online copy and assist in sourcing products and images. Knowledge of Photoshop and HTML is helpful, but not essential.

**TORONTO MARKETING AND COMMUNICATIONS** Those with an interest in building the brand facet of *FASHION Magazine* should consider this role. Candidates must be keen to support the team in building awareness of the magazine using their organization skills. High energy and polished written and verbal communications skills are a must, as is an eye for detail and the ability to juggle multiple projects. Responsibilities include for this team player include day-to-day support of marketing initiatives, managing suppliers, and internal/external communications. Must have strong computer skills (fluent in MS Word, PowerPoint and Excel) – quick thinkers only.



# FASHION

FASHIONMAGAZINE.COM

**TORONTO CREATIVE MARKETING AND EVENTS INTERNSHIP** Candidates who are looking for experience in the world of marketing and events and can handle a fast-paced environment should consider this position. This internship position entails assisting the department in writing proposals, researching for advertorials, creating unique event concepts, assistance in event execution, organizing contests and special promotions. Candidates applying must be detail oriented, have knowledge of all Microsoft programs and have a relevant marketing and events background.

**TORONTO CREATIVE MARKETING DESIGN INTERNSHIP** Candidates who have a creative eye and design skillset should consider this position. This internship position entails assisting the marketing department in creating collaterals, presentations, in-house promotions and mock-ups. Candidates applying must be fluent in the following programs: InDesign, Illustrator, Photoshop and PowerPoint.

**TORONTO SALES INTERNSHIP** Candidates for the sales internship program should have a strong interest in sales and the magazine industry. Much of the work involves administrative duties such as sending couriers, filing and keeping our magazine work area organized. There may also be an opportunity to use MSG, our order entry system.

**MONTREAL SALES INTERNSHIP** Candidates for the sales internship program should have a strong interest in sales and the magazine industry. Much of the work involves administrative duties such as sending couriers, filing and keeping our magazine work area organized. There may also be an opportunity to use MSG, our order entry system.

## application details

If you are interested in applying for an internship, please send your resume to the specified email address along with a completed assignment outlined on the following page. Please also include a cover letter explaining why you're interested in an internship with *FASHION* Magazine, what you hope to gain from it, and your desired start date.

Candidates will NOT be simultaneously considered for multiple departments; please apply to only a single program (additional preferences may be indicated in the cover letter).

## application assignments

### TORONTO EDITORIAL INTERNSHIP (SUBMIT TO JFRANCIS@FASHIONMAGAZINE.COM)

1. Critique the last issue of *FASHION* in 200 words.
2. Name five magazines you read regularly, and five magazines you wish you read regularly.
3. Suggest four story ideas in 100 words each or less.
4. Please fact check and copy edit the following paragraph (i.e., fix all factual, spelling and grammatical errors):  
*FASHION* Magazine is Canada's most-read fashion publication. Published 12 times a year, it's the premiere source for Canadian women looking for beauty and fashion, as well as local shopping information in our regional sections (Toronto, Vancouver, Montreal, Calgary, and Edmonton.) Fashion covers the latest looks and runway trends from Paris, Milan, New York, Toronto and L.A., and features the big names of the industry—Luis Vuitton, Dolce and Gabbana, Chanel, Dior and more—alongside Canadian designers like Tara Jarmin, Philippe Dubuc, Narciso Rodriguez and others.

### TORONTO FASHION INTERNSHIP (SUBMIT TO JFRANCIS@FASHIONMAGAZINE.COM)

1. Critique the last issue of *FASHION* in 200 words.
2. Name five magazines you read regularly, and five magazines you wish you read regularly.
3. The pace in the fashion department can be frantic at times. Please describe an on-the-job situation where you demonstrated your organizational ability, and one where you demonstrated creative problem-solving skills.
4. Suggest four story ideas for the magazine, including two for the fashion section, in 100 words each or less.



# FASHION

FASHIONMAGAZINE.COM

## **TORONTO BEAUTY INTERNSHIP (SUBMIT TO JFRANCIS@FASHIONMAGAZINE.COM)**

1. Critique the last issue of *FASHION* in 200 words.
2. Name five magazines you read regularly, and five magazines you wish you read regularly.
3. Suggest four story ideas for the beauty section of the magazine, in 100 words each or less.
4. List the last three beauty products you bought and loved. Explain why in 50 words each.

## **TORONTO PHOTO INTERNSHIP (SUBMIT TO JFRANCIS@FASHIONMAGAZINE.COM)**

1. Critique the last issue of *FASHION* in 200 words.
2. Name five magazines you read regularly, and five magazines you wish you read regularly.
3. Find 3 magazine covers that you love and write a short explanation on why you think they are good.
4. Include three samples of your work, if you have any. Please email as JPEG or PDF attachments or send high quality copies.

## **TORONTO ONLINE INTERNSHIP (SUBMIT TO RBERGMAN@FASHIONMAGAZINE.COM)**

1. Complete exercises 3 and 4 under the editorial assignment.
2. Critique fashionmagazine.com in 200 words.
3. Name three websites you visit regularly and why.

## **TORONTO MARKETING & COMMUNICATIONS INTERNSHIP (SUBMIT TO DWAINES@STJOSEPHMEDIA.COM)**

1. *FASHION* Magazine is announcing its annual Readers' Choice Beauty Awards winners. Write a one page marketing strategy to unveil the winning products, with the core objective of building brand awareness for *FASHION* Magazine.

## **TORONTO CREATIVE MARKETING AND EVENTS INTERNSHIP (SUBMIT TO GGATELY@STJOSEPHMEDIA.COM)**

1. Select your favourite retailer and create an event concept in partnership with *FASHION* Magazine (budget of \$100,000).

## **TORONTO CREATIVE MARKETING DESIGN INTERNSHIP (SUBMIT TO MMETTER@STJOSEPHMEDIA.COM)**

1. Please submit 3-5 designed pieces from your portfolio

## **TORONTO SALES INTERNSHIP (SUBMIT TO IMARTINEZ@STJOSEPHMEDIA.COM)**

1. Select your favourite retail partner and explain in 200 words why they should advertise in *FASHION* Magazine.

## **MONTREAL SALES INTERNSHIP (SUBMIT TO LRACINE@MEDIASTJOSEPH.COM)**

1. Select your favourite retail partner and explain in 200 words why they should advertise in *FASHION* Magazine.