

English Department Internship Worksites

Check out FAQs and procedures at -- <https://addran.tcu.edu/english/undergraduate-programs/internships/internships.php>

EDITING/PUBLISHING

Brown Books Publishing Group Brown Books, in Dallas, has two kinds of established internships for writers: editorial internships and public relations internships. Find details about the positions and instructions on how to apply on the career page of their website. These positions are competitive. Editorial interns should have experience using the *Chicago Manual of Style*.

TCU Press Contact: Dan Williams, Director, d.e.williams@tcu.edu. Students work on all aspects of book publication: editing, proofing, creating style sheets, catalog copy, reader's reports, etc. This internship requires 10 hours/week.

MAGAZINES AND DIGITAL PUBLICATIONS

D Magazine Partners D Magazine Partners offers a range of highly competitive internships in Events, Editorial/Journalism and Brand/social media. Interns are assigned to a specific media platform: D Magazine, D Home, D Weddings, D CEO, and D Online. Qualified candidates for the program must be able to work under demanding deadlines as well as possess excellent computer, communication, and organizational skills. Interns must be at least 18 to apply (Brand interns must be 21) and be able to work at least 12 hours per week. Interns get a \$2,000 stipend to cover expenses. Hybrid work is negotiable for all internships except the D Editorial internship. Find detailed descriptions and instructions for applying on their internship page.

Dallas Innovates Dallas Innovates reports on "what's new, next, and reimagined" in the Dallas-Fort Worth area through their online news site, a daily e-newsletter, and an annual print magazine. Editorial interns research and write feature stories for online publication.

Fort Worth Magazine offers local content on print and digital platforms. The magazine has competitive internships in a variety of areas: editorial—magazine, editorial—blogs/web, social media, and digital/social media. Interns must be able to write under strict deadlines and work a minimum of 12 hours per week for a 3-month term. Apply on the magazine's website.

WV NEW Her Campus at TCU. Online magazine for and by college women. TCU's chapter functions as a writing club with campus meetings and events—and, of course, opportunities to publish articles on academics, entertainment, work, décor, mental health, culture, etc. Students may apply for internships with TCU's campus chapter or for positions on the national team. Prospective interns should have a working knowledge of all Microsoft Office platforms. Internship application deadlines: mid-August for fall, mid-December for spring, and end of April for summer. However, since internship applications are read (and positions filled) on a rolling basis, students are strongly encouraged to apply early.

TCU Magazine Contact: Laura Meyn, Assistant Editor, l.meyn@tcu.edu Research and write signed articles for blog and/or print magazine. Interns work 15 hours a week, including participating in a weekly staff meeting. To apply, submit a cover letter, resume, and 3-5 writing samples via email to Ms. Meyn. Please write "TCU Magazine Internship" in the email's subject line. TCU Magazine accepts two interns during spring and fall as well as one paid intern in the summer (advertised in Frog Jobs). Application deadlines: late November for spring internship and early May for fall internship.

NON-PROFITS

WV NEW BRIT (Botanical Research Institute of Texas) Contact: Sarah Richardson, VP for Advancement. srichardson@fwbg.org. Assist with PR, social media, and/or fundraising.

Fort Worth Sister Cities International Position: Marketing and Communications Intern, including public relations, online and social media, and writing. Interns should be proficient in Microsoft software (Word, PowerPoint, Excel, Publisher). For more information and to apply go to <https://www.fwsistercities.org/internships/>

Lena Pope Contact: Katy Lanier, Director of Marketing & Communications katye.lanier@lenapope.org Lena Pope provides education and counseling for low-income families. Interns work on a variety of projects: newsletter writing (print and digital), grant and/or sponsorship proposals, social media, web content, blog posts, fact sheets, media releases, white papers, PSA scripts, brochures, annual reports, strategic plan documents, PowerPoint presentations, and monthly board updates.

The Dallas Way For more information, visit: <https://www.thedallasway.org/contact> The group's mission is "to gather, organize, store, and present the complete LGBTQ history of Dallas, Texas." Writing projects include turning community members' oral histories into stories for the website.

ADVERTISING/MARKETING

Kearley & Company, Inc Contact: Elisa Jackson Rode, President. elisa@kearley.com Small marketing and branding firm that does PR, web design, social media, video, and research for clients, primarily in the financial and healthcare sectors. Interns research products and industry trends, assist with writing and distribution of press releases, work on social media, proofing/editing as needed. Students interning here can expect to work in several different areas and learn the inner workings of a marketing agency.

LEGAL/POLITICAL

US Congresswoman Kay Granger. Provides an educational opportunity in both the district office in Fort Worth and the Washington, D.C. office. The number of full- and part-time internships in each office is governed by space, availability, office needs. Both offices offer internships during the fall, spring, and summer. Students are encouraged to submit applications as soon as possible. NOTE: Since interns are often asked to do office tasks or help with events, students should clearly communicate to their supervisor(s)—BEFORE ACCEPTING AN INTERNSHIP—that they need to be assigned writing or editing tasks, which may include letter writing, assisting with media clips, or other district projects. Apply [here](#).

MUSEUM/ARCHIVES

Kimbell Art Museum. Public Relations and Marketing Intern. Designed to allow interns to see a variety of the aspects of the role marketing and PR plays in the museum's day-to-day activities. Paid interns work 150 hours and receive free exhibit tickets and in-house discounts. More information and application instructions available on the museum's [internship page](#). Approximate application deadlines: June 30 for fall, Oct 31 for spring, March 31 for summer.

National Archives at Fort Worth. Contact: Michael Wright, Director. Michael.Wright@nara.gov [NOTE: This Fort Worth branch of the National Archives is currently not accepting interns, but NARA hopes to be offering internships again soon.]

Past intern projects have included: (1) writing Wikipedia entries, blogs, tweets, and/or Prologue (official magazine of the National Archives and Records Administration) articles about interesting or valuable archival materials; (2) creating finding aids for holdings. Due to the variety of the holdings, including extensive court records, this is an excellent opportunity for students who want to do freelance writing or who are going to law school. Students must be American citizens and must pass a federal background check BEFORE beginning their internship; allow 4-6 weeks for the background check. Specific information on how to apply is available [here](#).

National Cowgirl Museum and Hall of Fame Contact: Diana Vela, Associate Executive Director, Exhibits and Education, dvela@cowgirl.net. Interns may work in the Hall of Fame Archive & Library, handling nominations or updating, fact-checking, and circulating research; they may also help manage marketing or social media accounts or write/revise exhibit information.

FILM

Red Productions. Red Productions is an Emmy Award winning film and video production company based in Fort Worth. To apply for an internship in Story and Film Development, read the [internship description](#) and application instructions; upload application materials to their website. Application due dates are usually announced on their blog.

TCU DEPARTMENTS AND CENTERS

NEW Burnett School of Medicine Check FrogJobs for hiring announcement of Media Specialist. This is a position that includes the kind of work (interviews, writing online articles, video editing) that partially fulfills the internship requirement. (Requirements for WRIT 40273 also include producing a professional writing portfolio and typically online discussion posts or similar reflective writing.)

Center for Digital Expression (CDEx, 2003 SCHAR). Contact: Dr. Curt Rode, Director. c.rode@tcu.edu. Interns will develop content for NMWS website, design promotional materials, write and produce online software tutorials, and manage social media accounts.

Comparative Race and Ethnic Studies Department Contact: Lisa Smant, Administrative Assistant lisa.smant@tcu.edu. Duties may include writing profiles, creating content for online newsletter and archives, designing and writing promotional materials. Interest in Comparative Race and Ethnic Studies preferred.

Women and Gender Studies Department Contact: wgst@tcu.edu and cc Lisa Smant, Administrative Assistant, lisa.smant@tcu.edu. Duties may include managing social media; designing and writing promotional materials and web content; and writing and editing a digital newsletter. Interest in Women and Gender Studies preferred.

Contact Professor Ashok Bhusal at a.bhusal@tcu.edu for more information
To request a digital copy of this document with clickable links: Contact Laura Briley at laura.briley@tcu.edu