

English Department Internship Agencies (updated 11/18)

Check out FAQs, procedures, and student work at

<https://addran.tcu.edu/english/academics/internships/>

PUBLISHING/EDITING

BenBella Books [www.benbellabooks.com] Submit resumes to Jennifer Canzoneri, Marketing Director. jennifer@benbellabooks.com. Dallas-based book publisher specializing in nonfiction and pop culture, which has produced eleven *New York Times* bestsellers. Position: Marketing Intern (paid). Duties include social media posting, WordPress website updating, media research, spreadsheet management, pitch writing, blog post and newsletter writing, proofing, etc. Requires 12-15 hours per week; see website for further applicant requirements. Intern can work from home.

Brown Books Publishing Group [www.brownbooks.com]. Apply at publishing@brownbooks.com. 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 their website <http://www.brownbooks.com/careers.php>. These positions are competitive. Editorial interns should have experience using the *Chicago Manual of Style*.

Fort Worth Moms Blog. Contact: Emily Youree at editor@fortworthmomsblog.com. This position is open to women only, and the editor prefers students who can intern for 2 semesters (typically, interns begin in a paid position in May and work until May of the following year, enrolling as a student intern for 1 or 2 semesters). Interns will edit FWMB content, write blog posts, and schedule social media posts. Ideally, students will know how to use WordPress, Facebook, Twitter, Instagram, Pinterest, and Google+. See full-page internship description on English department website for complete application instructions.

TCU Press [www.prs.tcu.edu] Contact: Dan Williams, 257-5074, d.e.williams@tcu.edu. Students work on all aspects of book publication: editing, proofing, creating style sheets, catalog copy, author events, etc. This internship requires 10 hours/week.

MAGAZINES

D Magazine Partners. [www.dmagazine.com] Apply on *D Magazine* website. D Magazine Partners offers a range of competitive internships in Editorial/Journalism and Brand/Social Media. Qualified candidates for the program must be able to work under demanding deadlines as well as possess excellent computer, communication, and organizational skills. Some intern positions require students to be at least 21. Candidates must be available to work a minimum of 12 hours per week, maximum 40, and commit to the full term of the semester. This program is unpaid.

Dallas Innovates. Contact: Heather Noel. Heather.noel@dmagazine.com. Online [news platform](#) jointly sponsored by the Dallas Regional Chamber and D Magazine Partners. Editorial interns research and write feature stories for online publication.

DS News magazine. Contact: Haley Owens, Senior Executive Editor, DSNews Magazine; Haley.owens@dsnews.com. Interns research/write articles with by-line. *DS News* magazine is recognized as a leading source for monthly news in the greater servicing industry, delivering news, in-depth articles, opinions, interviews, national and regional coverage, industry profiles, company directories, and more. DSNews.com provides breaking news, daily webcasts, expert commentaries, interviews, and statistics, as well as community forums, webinars, podcasts, polls, and more.

Fort Worth, TX Magazine. [www.fwtx.com] Apply on the magazine's website. The magazine offers a Digital/Social Media/Web internship and an Editorial internship. Candidates must be able to write under strict deadlines and work a minimum of 15 hours per week for a 3-month term.

Southlake Style. Contact: Send resumes and cover letters to Ashley Madonna amadonna@southlakestyle.com. Editorial intern for monthly new and lifestyle [magazine](#) serving the North Texas communities of Southlake, Keller, Colleyville, Westlake, and Roanoke.

TCU Magazine [www.magazine.tcu.edu] Contact: Norma Martin, Senior Director of Editorial Services, norma.martin@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, students submit a cover letter, resume, and 3-5 writing samples. Send them via email to Ms. Martin. 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: November 30, 2018 for spring 2019 internship and May 3, 2019 for fall 2019 internship.

NON-PROFITS

Academy at Malachi's Farm. Contact: Terrence Butler, Executive Director, tbutler@burnministries.org. Christian-based mentoring program for elementary students in the Lake Como community of Fort Worth. Intern projects may include web and social media authoring, writing newsletters and grant proposals, or creating marketing materials.

AIDS Outreach Center of Fort Worth. [www.aoc.org] Contact: Mary Rusnak, 817.916.5256. maryr@aoc.org. Interns work with Development and Marketing Department to write grants and general ad copy and to work on marketing materials.

American Heart Association, Fort Worth. Contact: Sarah Bowen, Office Manager/Executive Assistant to Tammy McKinney (Executive Director). 817-698-5400 (main line); 817-698-5402 (direct line) Sarah.Bowen@heart.org. Interns may work with Communications/Marketing Director, managing social media, writing press releases and ad copy or with Development team, writing program proposals, grant applications, and event overviews.

Child Study Center, Fort Worth. [www.cscfw.org] Contact: Mary Truss, Executive Assistant. 817-390-2804; mtruss@cscfw.org. Students may apply for Communication and Events internship (see online description). CSCFW also needs interns to write grants, work on website, and manage social media.

Cystic Fibrosis Foundation, Northeast Texas Chapter. Contact: Cara Armstrong, Sr. Development Director, ctidwel@cff.org. Position: Special Events and Communication Internship (spring and fall semesters only!). Tasks vary for spring and fall semesters, but, in general, interns help with special event planning and PR such as press releases, fliers, invitations, and donation materials. This is a competitive position. Students may apply online at the CFF site.

Fort Worth Sister Cities International. [www.fwsistercities.org]
Position: Marketing & Community Engagement Intern. Duties include: Assisting with management of online member communities; capturing related stories and writer collateral materials to tell the story of Sister Cities. Interview participating citizen diplomats and write their stories. Help find and curate content for all social media accounts. Minimum 10 hours per week. For more information and to apply go to:
<http://www.fwsistercities.org/get-involved/internships/internship-positions#internmktasst>

The Ladder Alliance. Contact: Paul Cobb, Programs Manager pcobb@ladderalliance.org
[This agency](#) provides education and support to low-income women and women victims of domestic violence. Interns maintain social media accounts, develop curriculum, and work on event planning and PR.

Lena Pope [www.lenapope.org] Contact: Lynda Gearheart, Director, Development & Marketing.
lgearhart@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.

Mosaic Family Services [www.mosaicservices.org]. Contact: Le Ta, let@mosaicservices.org. 214-821-5393, x253. Communication Intern, Marketing & Development Program. Mosaic serves survivors of human right abuses, including human trafficking and domestic violence. Currently undergoing rebranding, Mosaic interns create brochures, work on social media and web design as well as write grants and make presentations.

Planned Parenthood of Greater Texas [www.ppgreatertx.org]. Contact: Virginia Braly, Fort Worth Community Outreach Specialist. Virginia.braly@ppgt.org. Planned Parenthood delivers reproductive health care, sex education, and information to millions of people worldwide. Intern duties include writing volunteer newsletters, writing call scripts, interviewing and writing individual stories of Planned Parenthood clients, creating tutorials for crafting projects, etc.

Samaritan House [www.samaritanhouse.org] Contact: Ted Lovato, Vice President & Chief Operations Officer. tlovato@samaritanhouse.org In-house newsletter and PR. Samaritan House's mission is to create a supportive community providing housing and resources for positive change in the lives of persons living with HIV/AIDS and other special needs.

Tarrant Literacy Coalition [tarrantliteracycoalition.org] Contact: Kathryn Thompson, Executive Director kthompson@tarrantlit.org. Interns will have an opportunity to work in a small but vibrant nonprofit organization on a wide range of projects, including but not limited to researching and writing articles for publication in statewide newsletters and periodicals, develop social media outreach, conduct educational research, and help create lesson plans and study resources for adult English Language Acquisition and High School Equivalency students.

World Relief [worldrelief.org]. Contact: Garrett Brown. gbrown@wr.org.

World Relief is a cross-cultural ministry with a variety of intern positions. Editorial/Creative Writing Intern: Duties may include managing social media and/or website, writing newsletter, grant writing, and marketing. Requirements: a vehicle, a valid driver's license, and some cross-cultural experience.

ADVERTISING/MARKETING

Ardent Creative. Contact: Meghan S. Brooks, Digital Marketing Content Producer. meghan@ardentcreative.com

A graphic and web design [firm](#) specializing in digital marketing. Interns will likely do copywriting and help maintain social media accounts.

Kearley & Company, Inc. [Kearley.com] Contact: Elisa Jackson Rode. 817-870-2717, elisa@kearley.com

Small ad agency; interns research products and industry trends, assist with writing and distribution of press releases, work on social media tools (blogs and tweets), proofing/editing as needed. Students interning here can expect to work in several different areas and learn the inner workings of an ad agency.

CORPORATE

Southwest Airlines No Limits Internship. A variety of internships available, including Communications & Outreach Intern. One of the most competitive internships in the country. (Typical acceptance rate: 1%). Applications for spring and summer internships are submitted August-September of previous year; available internship positions for fall are posted in February. Internships are paid. See website for complete information, position availability, and application form.

Texas Motor Speedway. Contact: Ellen Stallcup, Advertising/Event Manager. estallcup@texasmotorspeedway.com

[Advertising/Events Interns](#) may write articles for the TMS e-newsletter, contribute content for social media and website, help develop promotional campaigns, conduct research from other racing venues. Note: interns are required to attend certain events. To apply, send cover letter, resume, and application to: Texas Motor Speedway / Attn: Ellen Stallcup / P.O. Box 500 / Fort Worth, TX 76101.

LEGAL/POLITICAL

Tara Kersh, Attorney at Law. Contact: 817-899-0322. Ms. Kersh runs a small family law practice. Intern duties may include drafting correspondence to attorneys, clients, and Court; researching statutes and codes; outlining legal arguments in briefs and motions for the Court; and developing content for Ms. Kersh's website. Interested students should send resume and cover letter to Ms. Kersh at this address: Tara Kersh, JD / 313 W. Wall Street, Suite 200 / Grapevine, TX 76051.

US Congresswoman Kay Granger. www.kaygranger.house.gov. Provides an educational opportunity in both the District office in Fort Worth and the Washington, D.C. office, for many 12th District Texas students. The number of full and part-time internships in each office is governed by space and availability and office needs. Both offices offer internships during the fall, spring and summer. Students are encouraged to submit applications as soon as possible. To get the best experience, students should proactively ask to do letter writing and should clearly communicate to their supervisor(s) that they need to be assigned writing tasks.

MUSEUMS/ARCHIVES

Kimball Art Museum. Public Relations and Marketing Intern. Designed to allow interns to see a variety of aspects of the role of marketing and PR plays in the Museum's day-to-day activities. Interns will gain an appreciation for the overall impact media relations has on the Museum's reputation and outreach. Interns work 12 hours/week and attend occasional evening or weekend events. Apply on the Kimball website [here](#). Application deadline for spring semester is November 15; for summer, February 15; and for fall, July 15.

National Archives at Fort Worth. Contact: Meg Hacker, Director. Meg.Hacker@nara.gov.

Intern projects include: (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.

National Cowgirl Museum and Hall of Fame [www.cowgirl.net] Contact: Diana Vela, Associate Executive Director, Exhibits and Education. 817-509-8961, dvela@cowgirl.net. Tasks vary: gallery updates, research for new exhibits, etc.

FILM

Red Productions [www.redproductions.com]. Send resume and cover letter to careers@redproductions. Red Productions is an Emmy Award winning film and video production company based in Fort Worth. We have productions at all stages in the pipeline that involve a variety of tasks: concept and script development, script writing, location scouting, script coverage, vendor analysis, editing, animation, graphic design, and more. Requisite skills: strong writing ability and familiarity with Microsoft Office. Familiarity with production concepts, cameras, Final-Cut/Adobe Premiere non-linear editing, terminology, and equipment is a plus.

TCU PROGRAMS

AddRan College, Marketing & Communications. Contact: Taylor Qualls Schwarz, Coordinator.

Taylor.schwarz@tcu.edu

The office needs at least two interns during fall and spring semesters as well as one during the summer. Project vary each semester: recent tasks include video production and writing stories about faculty research for social media and the web.

Center for Digital Expression (CDEx) [http://cdex.tcu.edu] Contact: Dr. Curt Rode, Associate Director.

<c.rode@tcu.edu> 2003 SCHAR. Interns will develop content for NMWS website, design promotional materials, write and produce online software tutorials, and manage social media accounts.

Women and Gender Studies Department [http://sis.tcu.edu/WGST] Contact: Dr. Nino Testa, Associate Director. 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.