

INTERN POSITION DESCRIPTION VBSR

Fill Out Form and E-Mail to tarap@VBSR.org

Questions? Call: 802-862-8347 Cell:802-355-7461

Business Name; Battenkill Communications, Inc.

Address: 5515 Main Street, Manchester Center, VT 05255

Position Title: Publisher

Opening(s) Available: Editorial Intern

Hours per week: 20 to 40 hours per week

Day(s) per week: at least 3

Pay: \$10 per hour

Start Dates and Length:

Winter: Jan-Mar

Spring: Apr-June

Summer: July-Sep

Fall: Oct-Dec

Link to Web-site: byo.com, winemakermag.com

Mission Statement: (Optional)

Main Focus: (Check All That Apply)

Administrative

Sales

Project Management

Marketing

Business Development

Public Relations

IT

Graphic Design

Engineering

Sustainable Energy

Restaurant/Hospitality

Retail/Grocer

Other: Reporting/Writing/Editing

Project Name: (if Applicable)

Brief Description: (Please Write Specifics of Job Duties)

Battenkill Communications publishes two national hobby magazines, Brew Your Own for people who homebrew beer and WineMaker for people who make their own wine at home. Editorial interns will have a very hands-on experience and be in charge of two departments in each of our two hobby magazines – Brew Your Own and WineMaker. The students will assign, report, write, edit and fit their departments. Past interns have also been encouraged to write one feature-length piece for publication. In addition, interns will work with staff editors on updating both of our web sites with editorial content.

Computer Systems and Programs: (Check All That Apply)

Macintosh X

PC

Word X Excel Power-Point In-Design Other:

Skills, Attributes, and Knowledge Desired (Check All That Apply)

Phone X

Independent Work

Graphic Design

Public Speaking

Team Work X

Education/Teaching

Project Management	Administrative Skills	Writing Skills X
Data Entry	Research/Research Analysis	Multi-Tasking
Customer Service	Fund Raising	Outdoors Skills
Computer/Technical	Knowledge of Law	Other:
Artistic/Creativity	Political	
Environmental Knowledge	Science	
Management	Publicity	
Good With Numbers	Works Well with People X	

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Supervisor: Brad Ring – Publisher, Betsy Parks – Associate Editor

Benefits/Training Opportunities: see job description above.

Directions and Public Transportation Available: Battenkill Communications is located on Rt. 7A (Main St.) in downtown Manchester Center. Regional bus service is available from Rutland and Bennington.

Additional Information/Comments: