

## **VICE INTERNSHIP PROGRAM OVERVIEW**

VICE Interns will get a firsthand look into how an international media company functions on a day-to-day basis. At VICE, interns have the opportunity to learn about journalism, editing, design, public relations, production, and more.

VICE's Human Resources Department oversees the training and learning experience of each intern by providing interns with seminars on career development, and helping them achieve goals throughout the session. VICE is dedicated to its internship program and often times the best and the brightest are selected to join the VICE family.

## **IMPORTANT**

To be considered for an internship at VICE applicants must possess and/or understand the following:

- Interns will be paid \$10/hour, max of 25 hours per week.
- Commitment of 2 days to 3 days per week is required for a 12-week period
- Interns must attend an Orientation Workshop prior to starting
- Must possess a laptop with Wi-Fi capability
- Must be familiar with MAC apple office products

## **SESSION DATES**

- Session #1 Spring: February 3 – April 25, 2014
- Session #2: Summer: June 9 – August 29, 2014

## **ALL APPLICATIONS MUST CONTAIN**

1. Indication of the department internship you are interested in.
2. Resume and Cover letter along with any samples, if applicable.

Following is a brief description of each department within VICE and the internship opportunity requirement if interested.

## **MEDIA OPERATIONS INTERNSHIPS**

### **Accounting**

The accounting department is looking for a detail-oriented, numbers-obsessed intern. Interns will learn about finance and how to secure revenue by verifying receipts, reviewing invoices, and resolving discrepancies. Intern daily tasks will include working on account reconciliations, data entry, assisting in collections and Ad Hoc Tasks. The ideal intern will be looking to hone their skills in accounts payable and accounts receivable within finance and accounting.

If you are interested in this internship opportunity please email and place in the subject line "ACCOUNTING INTERN" to [viceinternship@vice.com](mailto:viceinternship@vice.com).

**Communications**

The Communications Intern contributes to VICE and the company's overall relationship with its audience, the press, and its presence in the media. The ideal Intern will be a Senior or recent college graduate, with an interest in pursuing a career in PR/Communications. They must possess strong written, research, and personal skills; as well as an active interest in the news (print and digital), Internet, and current trends; alongside topics in fashion, music, culture, lifestyle, food, and travel.

Interns will gain experience with pitching, press reports, event planning, and will undoubtedly walk away from the experience with a deeper knowledge of the digital media landscape.

Past experience in writing web-based content, proficiency in Excel, and image editing in Keynote are strongly encouraged.

If you're interested in this opportunity, please email your resume and a writing sample to [viceinternship@vice.com](mailto:viceinternship@vice.com), with "COMMUNICATIONS INTERN" in the subject line.

**Account Services**

VICE's Account Services takes everything VICE can deliver - its culture, authenticity, and audience - and adds to it a sensitivity, knowledge, and experience of the particular challenges facing brands. Our interns gain firsthand knowledge and experience on a variety of projects dealing with fashion, music, sports, and lifestyle brands. We provide an educational opportunity for interns to try their hand at mastering day-to-day activities such as market research, event planning & execution, competitive analysis, video production and audio transcription. A positive and flexible attitude is essential.

We're looking for someone who is familiar with iWork, Microsoft Office, Google products (Calendar, Docs) and Dropbox. Photoshop skills are a plus. If you are interested in this internship opportunity please email and place in the subject line "ACCOUNT SERVICES INTERN" to [viceinternship@vice.com](mailto:viceinternship@vice.com).

**SOCIAL MEDIA AND DIGITAL MARKETING INTERNSHIPS****Digital Marketing/Social Media**

This department focuses on the digital strategy and outreach aspects of everything VICE. Interest in social media, web-related marketing, and online strategy required. We are looking for candidates who have copywriting skills, as well as knowledge of creating data driven marketing strategies.

If you are interested in this internship opportunity please email and place in the subject line "DIGITAL MARKETING AND STRATEGY/SOCIAL MEDIA INTERN" to [viceinternship@vice.com](mailto:viceinternship@vice.com).

## **EDITORIAL & JOURNALISM INTERNSHIPS**

### **VICE Magazine**

This internship is designed for students or others at the beginning of their careers who wish to learn more about the magazine publishing world and get hands-on experience in online and print media. We expect our interns to be serious, proactive, and professional. Tasks will include copyediting, research, transcriptions, website maintenance duties, and pitching and writing your own stories. Please include links to or attachments of PUBLISHED writing samples in your application email. Spots for this internship are extremely limited and preference will be given to those with previous reporting experience.

If you are interested in this internship opportunity please email and place in the subject line "VICE EDITORIAL INTERN: LA" or "VICE EDITORIAL INTERN: NYC" to [viceinternship@vice.com](mailto:viceinternship@vice.com)

### **The Creators Project**

The Creators Project is an arts and technology website from VICE and Intel. Ideal interns will have strong writing, organizational, and research skills, as well as possess an active interest in art, technology, and the innovative ways they intersect in contemporary culture. Some daily responsibilities will include blogging, research, and media asset management. Experience writing for the web, using a content management system, and image editing in Adobe Photoshop is a strong plus.

If you are interested in this internship opportunity please email your resume and a writing sample and place "CREATORS PROJECT INTERN" in the subject line to [viceinternship@vice.com](mailto:viceinternship@vice.com).

### **VICE Food**

The VICE Food department is an upcoming vertical that is looking for a detail-oriented intern. Ideal interns will have strong writing, organizational, and research skills, as well as possess an active interest in Food and Food Culture. Some daily responsibilities will include copy editing, CMS coding for food website posts and social media management.

If you are interested in this internship opportunity please email and place in the subject line "Food Intern" to [viceinternship@vice.com](mailto:viceinternship@vice.com).

## **MUSIC MEDIA INTERNSHIPS**

### **VICE Records**

We provide an educational opportunity for interns to gain real-world experience and learn about the distribution of artist's new music and tours. Familiarity with online music and social networking websites is preferred.

If you are interested in this internship opportunity please email and place in the subject line "VICE MUSIC INTERN" to [viceinternship@vice.com](mailto:viceinternship@vice.com).

## **CREATIVE MEDIA INTERNSHIPS**

### **Design**

VICE and its creative agency, Virtue, are looking for capable design interns to learn about and try their hand at in-house production (print and online advertising, flyers, custom publications, promotional materials, CDs, DVDs, etc). Must be proficient in Photoshop, Illustrator, Flash and InDesign. You'll get firsthand knowledge and experience at an exciting publication, online TV network, and music label.

If you are interested in this internship opportunity please email and place in the subject line "DESIGN INTERN" to [viceinternship@vice.com](mailto:viceinternship@vice.com).

## **DIGITAL VIDEO PRODUCTION INTERNSHIPS**

### **VICE News**

Vice News is looking for motivated interns to support a wide variety of Vice News productions, from long-form documentaries, to recurring franchises, and breaking news. The interns will work closely with producers on researching, pitching and developing stories, and will support them in setting up logistics. Successful applicants will have impeccable research and writing skills, will demonstrate expertise in the news & documentary field, and the ability to flourish in a team environment. Knowledge of a foreign language is a plus.

Please email your letter of interest along with your resume and include in the subject line " VICE NEWS INTERNSHIP" to [viceinternship@vice.com](mailto:viceinternship@vice.com)

### **Production**

The VICE Production department supports and manages the organization's wide-ranging and award-winning media. The team is looking for flexible interns who can multi-task with duties across all of VICE's verticals. The ideal candidates will show strong interest in media along with skills in organization, communication, and adapting to the department's workflow. Some daily responsibilities will include audio and video transcription, support for APs and Producers, research, and runs for supplies and shoots.

If you are interested in this internship opportunity please email and place in the subject line "Production Intern" to [viceinternship@vice.com](mailto:viceinternship@vice.com).

### **Post-Production/Editing**

The post-production department of VICE works with editors, assistant editors, and post coordinators in handling footage from VICE shoots and creating stories from field material. Interns will learn the basics of assistant editing, transcoding footage, archiving, and post-production organization. Candidates should have a strong interest in video editing and using Final Cut Pro.

Please email your letter of interest along with your resume and include in the subject line " VICE POST PRODUCTION INTERNSHIP" to [viceinternship@vice.com](mailto:viceinternship@vice.com)

**HBO**

Vice Media is seeking dedicated production interns to work on the second season of our documentary series on HBO, titled Vice on HBO. This paid internship will offer firsthand production experience from story development to episode delivery. Applicants should be prepared to research, pitch story ideas, and provide general on-site production and post-production support. All interns must have excellent research, writing, and organizational skills, and must be comfortable working under hard deadlines. Multi-linguists, and those interested in journalism, media, and documentary-making are encouraged to apply.

Please email your letter of interest along with your resume and include in the subject line " VICE HBO INTERNSHIP" to [viceinternship@vice.com](mailto:viceinternship@vice.com)