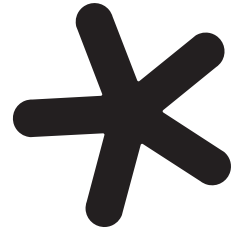


# SURFACE



## LIFESTYLE MAGAZINE INTERNSHIP

SURFACE is a 9-year-old lifestyle publication that reports on trend leaders in the fashion, interiors, architecture, graphics, film, and music industries. We are looking for sharp, energetic and style-savvy candidates who are ambitious and eager to learn all facets of the publishing industry (e.g. Advertising, Promotions and Editorial). Knowledge of Macintosh systems is preferred.

SURFACE operates bi-coastally with offices in New York and San Francisco. Both locations require a minimum commitment of three-months (at 20-hours per week) for general internships and six-months (at 20-hours per week) for specialized internships. Resumes are reviewed on a weekly basis and candidates are contacted when interviews are appropriate.

For a New York internship, please send your resume to the attention of the Internship Director via fax (718.488.0651) with a cover letter stating your desired position (e.g. Advertising, Promotions or Editorial.) For a San Francisco post, please send your resume to the attention of the Internship Director via fax (415.575.3105). Please note: all Fashion Department inquiries should be directed to the San Francisco office.

### INTERN RESPONSIBILITIES:

Responsibilities will vary depending on the candidate's strengths, prior experience and the department where they are assigned. Some general responsibilities include:

Administrative: Reception functions (phones, mail, faxing, supply orders, etc.)

Advertising: Updating databases, conducting media research, media kit mailings

Promotions: Planning and execution of promotional events

Editorial: Researching and developing editorial content

\*Candidates seeking editorial positions must submit three clips and have college journalism experience.

### WORTHY TO NOTE:

- The SURFACE New York office is located in DUMBO, Brooklyn (one-stop outside of the city and easily accessible by the A, C, F, and 1/2 trains)
- The SURFACE San Francisco office is located in the Mission District
- SURFACE is unable to sponsor students needing H1 Visas at this time
- All interviews must be conducted in person. (Please do not apply if you have yet to make relocation plans to New York or San Francisco. Out-of-town resumes will not be considered without referrals)
- Interns should be at least 20-years-old or going into their junior year of college
- SURFACE is an equal opportunity employer
- The internship is unpaid