

Internship

Extra Extra Magazine

Extra Extra is seeking a motivated and detail-oriented **editorial assistant intern (f/m/x)** to join our team for three days a week.

Extra Extra is a multidisciplinary platform dedicated to exploring the sensuality of city life. Through our biannual print magazine, online platform, podcasts, radio shows, and various events, we celebrate the vibrancy of urban spaces while reflecting on contemporary cultural and social issues.

Tasks

- Assisting in editorial processes, including writing, editing, and proofreading.
- Coordinating and maintaining communication with external contributors and collaborators.
- Managing and organizing contact lists and editorial schedules.
- Updating the website with new articles and event announcements.
- Supporting the creation and scheduling of social media content.
- Performing ad hoc tasks to assist the editorial team.
- Assist in writing monthly newsletters, copy for website and social media content
- Providing support in organizing events by distributing communication materials, helping with behind the scene tasks, and attending events

Profile

- Strong writing and editing skills with excellent command of English.
- A professional and approachable demeanor in communication with external parties.
- A keen interest in literature, art, music, design, and film.
- A proactive and independent work style with attention to detail.
- Familiarity with Microsoft Office and basic digital tools.

What We Offer

- A three-day-a-week internship in Rotterdam for a duration of 3 to 6 months.
- A chance to gain hands-on experience with an innovative cultural platform.
- An inspiring and collaborative team and work environment.

How to Apply

Interested? Send your cover letter, resume, and a recent writing sample to **bvdl@extraextramagazine.com** by **Sunday, September 21st**, addressed to Banchi van de Laarschot. The starting date for the internship is negotiable.