

# SUMMER INTERNSHIPS AT THE SEATTLE TIMES

Jump-start your career at The Seattle Times, one of the few remaining independent, local and family-owned metropolitan newspapers in the U.S. and the most-visited digital news source in Washington state. Learn how to create principled, quality journalism that has a direct impact on the local community.

Our interns attend training sessions with The Seattle Times' Pulitzer Prize-winning staff, gain experience working on a variety of real-world assignments, and receive mentorship and an individualized skill-development plan.

## QUALIFICATIONS

Paid 10-week summer internships are available to sophomores, juniors, seniors (including graduating seniors) and graduate students attending a college or university. Applicants must be journalism majors or have a demonstrated commitment to print or online journalism and must be digitally savvy with solid social media skills. Previous internship experience at another news organization is strongly preferred, but we will also consider candidates with exceptional work samples and references.

Please see each internship posting for specific requirements.

## TO APPLY

Applications are due November 1, 2024, by 4 p.m. Pacific Time. Submit applications at [st.news/intern](https://st.news/intern).

## ZOOM Q&A

Seattle Times Internship Zoom Q&A – Friday, October 11, 2024, from 12 – 1 p.m. Pacific Time. Have questions about The Seattle Times summer internship? Want to hear what editors are looking for or to talk to former Seattle Times interns about their experience? Hop into our Zoom Q&A session for answers to all your application questions:

[zoom.us/j/81461357098](https://zoom.us/j/81461357098)

Additional questions? See our FAQ on page three or email [internships@seattletimes.com](mailto:internships@seattletimes.com).

Apply now: [st.news/intern](https://st.news/intern)



# APPLICATION REQUIREMENTS BY DEPARTMENT

Please note the specific application requirements for each department below. Apply for no more than two positions. All applicants must provide the specified number of work samples in addition to a cover letter, resume and three references from people who are familiar with your work. Submit applications online only, via [st.news/intern](http://st.news/intern).

Questions? Please see our FAQ on page three.

## REPORTING

- Applicants should have strong reporting, writing and multimedia skills.
- Provide five work samples.
- Applicants must have a personal vehicle.

## NEWS PRODUCER

- Applicants must be journalism majors or have a demonstrated commitment to print or online journalism, possess social media skills and be digitally astute.
- Internship experience at other news organizations and expertise in web and mobile analytics is strongly preferred.

## COPY EDITING

- Applicants must have strong language skills and some editing experience on multiple platforms.
- Applicants should have a basic grasp of AP style.
- Willingness to work on nights and weekends.
- Finalists will be required to take a copy editing test.

## BUSINESS

- Applicants should have strong reporting, writing and multimedia skills.
- Provide five work samples.

## GRAPHICS

- Include a portfolio with links or examples of your work.
- Applicants must have experience with Adobe Illustrator and Photoshop and should have strong data visualization and design skills.

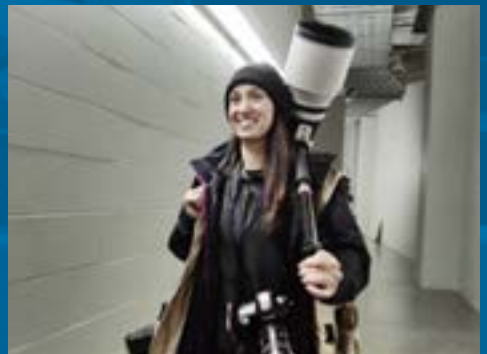
## PHOTOJOURNALISM

- Provide a link to your online portfolio.
- Applicants must have a personal vehicle and photo equipment for fieldwork on location in Seattle, Washington.

## FEATURES REPORTING

- Provide five work samples.
- Applicants must have an interest or background in covering arts and entertainment, food and drink, culture, communities and the outdoors.

Apply now: [st.news/intern](http://st.news/intern)



# NEWSROOM INTERNSHIP FAQ

## **To whom should I address my cover letter and other materials?**

Please address your cover letter (and other application materials) to the "Internship Hiring Editor" or "Internship Hiring Committee."

## **I submitted my application but haven't heard back yet. Who should I check in with?**

Please do not inquire about the status of your application, as we will not be able to respond to these inquiries. We will notify all applicants of their status after review. Please understand that we receive an average of 140 applications per internship. Reviewing these takes considerable time. In some cases, it can take up to eight weeks after the deadline.

## **I completed my application and tried to submit, but have not received a confirmation email. What might be the issue?**

If you are submitting a file that is over 10 MB (usually your work samples/stories are the culprit), consider changing the file type or compressing the file and resubmitting. You might also run into issues if you are using a web browser other than Mozilla Firefox, Google Chrome, Safari and Internet Explorer 11 or Edge.

## **Is housing offered with internships?**

No, housing is not offered with internships. We do offer a paid hourly wage with each internship to offset some of the cost of living in Seattle.

## **Will I be eligible for free parking?**

We offer discounted parking for those not required to have a car for their job if space is available, and we provide complimentary parking for those required to have a vehicle to do their job (such as for sports reporting, photojournalism and metro reporting).

## **Is transportation provided with my internship?**

In addition to the previous note about parking, we offer complimentary public transit passes to interns who are not required to have a car during their internship.

## **What grade levels are eligible to apply?**

Applicants must be sophomores, juniors or seniors at the time of application to be considered. First-year students, including "rising" first-year students, will not be considered. For example, a student who applies in November 2024 and completes their first year of college in May 2025 would not be eligible.

## **The internship requirements list previous news organization experience. Is it okay if I haven't worked for a professional news organization in a paid position before?**

Yes, you are eligible to be considered even if you haven't worked in a paid position at a professional news organization. College publication experience, previous internships and even volunteer experience will be considered.

## **I received a response about one internship, but not the other I applied to. Should I check in about the second internship?**

No. The internship hiring teams all work at a different pace, given the number of applicants, length of work samples, etc. We will notify all candidates about the status of their applications once the review process is complete.

## **Should I include my letters of recommendation?**

No. Please include only the materials requested. Extraneous materials will not be considered.

## **Are internships paid?**

Yes! Internships are paid positions for up to 10 weeks of full-time work at 40 hours per week.