

## **Rungh – Fundraising and Development Internship**

### **About Rungh**

Rungh is a web based project multi/cross disciplinary magazine that was historically rooted within, but not limited to, South Asian culture in Canada, in the 1990's. Since September 2017, Rungh has relaunched as a web project which publishes cultural work from a variety of disciplines, with a strong emphasis on BIPOC and intersectional projects. Rungh is also active in publishing its archive and partnering with other groups for various events.

The best way to understand Rungh is to visit our site: [www.rungh.org](http://www.rungh.org) and also look at our Archive.

### **Overall description and goals**

The internship position will become an integral part of Rungh's operations, assisting with fundraising and development projects and goals under the supervision of editor Zool Suleman.

Responsibilities will vary, but overall, under the direction of the editor, the intern will create networks for Rungh with institutions such as universities, colleges, schools, publishers, arts organizations, funders, community groups, arts presenters and other in the cultural space. Through these networks, the intern will seek to promote advertising, internship, co-op and other opportunities at Rungh.

The intern will be involved with an active online publication with an established history of publishing as a print magazine in the 1990's.

The intern will have access to learn about the full publishing cycle from commission of articles, relationship building with writers and artists, editing, design, social media promotion, event organizing, and primarily, development (advertising, donors, partnerships, grants, etc.).

### **Qualifications**

- Interns must be enrolled in or recent graduates (within 3 years) of journalism, professional writing, publishing, communications, design, fine arts, social science, media arts or a comparable program in an accredited post-secondary institution.
- Excellent grammar and English language communication skills.
- Sales or marketing experience is a significant asset.
- Familiarity with using social media; experience in a business setting is an asset.
- A passion for our magazine's content and mission, and perspective on editorial goals.
- Energetic and self directed learners will particularly thrive in our culture.

## **Deliverables**

- Developing a Media Kit and writing editorial content for promoting Rungh.
- Contributing to all editorial meetings.
- Responding to readers and artists.
- Fact checking.
- Other tasks as assigned.

## **Accountability**

The intern will report to the Editor, Zool Suleman. A mentor relationship with an experienced publishing executive will also be provided.

## **Benefits**

The role will give an intern a full view of the editorial process, with an ability to contribute as is appropriate based on the individual. At the very least, the intern will walk away with a set of marketable skills with relationship to fundraising and development. In addition, the intern will have a sense of the full cycle involved in publishing an online magazine.

## **Time commitment**

This is a half time (20 hours/week, 19 week) position beginning on May 7, 2018 and ending on August 31, 2018, with paid time off for statutory holidays.

## **Pay: \$15/hour**

To apply, please send a 300 word letter expressing your interest, and how you might contribute to Rungh. A resume is required. Send emails to [info@rungh.org](mailto:info@rungh.org) with "Internship May 2018" in the subject line. This internship is being assessed on a rolling basis until the position is filled. Please send expressions of interest as soon as possible.