



Copywriting Intern Job Description

ABOUT BIGfish

BIGfish Communications is a boutique agency based in Brookline that provides public relations and social media services for disruptive brands, companies and ideas. We help our clients redefine industries through thoughtful storytelling and strategic campaigns. The tight-knit BIGfish team is comprised of individuals with diverse backgrounds spanning marketing, public relations, social media, website development, branding, copywriting and graphic design - you can learn a lot from us!

ABOUT THE CANDIDATE

BIGfish is seeking an organized, self-motivated, excellent writer to act as a part-time copywriting intern. English, Writing or Journalism majors in their junior and senior years of college with past internship experience are preferred. Excellent communication skills, knowledge of proper spelling and grammar, a passion for writing and a strong attention to detail are essential to succeed in this position. An interest in travel and tourism is a plus.

ABOUT THE JOB

BIGfish copywriting interns support the account team by writing and editing content for websites, blog posts, marketing materials and more with a heavy focus on writing web articles for [Iceland Naturally](#), Iceland's online platform for promoting the country to North Americans. Interns will develop a substantial portfolio of published writing samples, refine their writing skills for different audiences, and gain valuable agency experience. Intern responsibilities include, but are not limited to:

Responsibilities

- Draft and edit blog posts, news articles and website copy
- Assist with copywriting for brochures, award submissions, reports and other marketing material
- Research subject matter, competitors, industry and target audience
- Research articles and information related to the subject matter to include in web articles
- Work with the account team to identify and understand high-level messaging and strategy
- Monitor trends in client's industries

Expectations

- Complete assignments on time and work within tight deadlines
- Send supervisor(s) progress updates throughout each week
- Deliver 3-6 articles (300-1000 words each) every week
- Spend a minimum of 4 hours per week in the office
- Drafts sent for review should have very few or no spelling and grammar errors
- Respond to feedback in a timely manner
- Familiarity with Drupal and Wordpress is preferred
- Knowledge of SEO best practices is preferred

Required skills

- Excellent writer
- Extremely organized
- Professional demeanor
- Eagerness to learn
- Proficient multitasker
- Responsive to feedback
- Resourceful
- Self-motivated
- Knowledge of proper spelling and grammar
- Attentive to detail

Important information

Job type: Part-time, semi-remote

Job length: 4 months with the opportunity to extend

Reports to: Assistant Account Manager

Academic Credit: Upon request

Compensation: No

How to apply

To apply for a copywriting internship at BIGfish Communications, please send a cover letter, resume and writing samples to interns@bigfishpr.com.

“Forget about delivering coffee and writing posts that never see the light of day. Everything you do here will serve a ‘real-life’ purpose to help build the brand of a real company. I am leaving this internship with not only an immense amount of physical work to show for it, but also so much learning that I’m actually afraid of losing some of it during the school year!”

— [Melanie Katz, Summer 2014](#)

“My favorite part about working at BIGfish was the collaboration; there were always a lot of projects in the works, and throughout my time I really valued sitting around the conference table and brainstorming ideas. I learned a lot about writing, especially adapting to the style of the client while maintaining my own voice.”

— [Amanda Barillas, Fall 2014](#)