

**Job Title:** Editorial Work Placement - News

**Department:** ZDNet UK

**Length of Placement:** 1 Month

**Placement Start Date:** 8<sup>th</sup> March 2010

**Job Purpose:** Leading business technology news website ZDNet UK has a month-long work experience slot open for a bright, resourceful and enthusiastic person who wants to gain insights into an online publication. The successful candidate will shadow the editorial team, and will have the chance to write news and take part in other publication processes. Strong writing skills, basic HTML and ability to learn quickly are needed.

The position is unpaid but travel expenses for London zones 1 -6, or up to the value of £180 will be covered upon submission of valid receipts.

**Reporting Line:** Community & News Editor, ZDNet UK

#### **Day to day responsibilities:**

##### **News**

- Shadow news editor and a reporter
- Attend daily news meeting
- Research and write news blogs and stories, including photo galleries (with by-line)
- Post and edit network news stories
- Help monitor news trends in UK business technology, including keeping events diary updated
- Help with newsletters as needed

##### **Community**

- Write blogs and post comments on stories and user posts
- Help monitor and spur discussions in the community

##### **Reviews**

- Write First Take blogs
- Attend product launches; gather info and pictures for photo stories
- Help with Reviews newsletter
- Monitor product-related press releases and keep editorial diary updated

#### **Experience and Skills:**

- Researching and writing news stories
- Strong writing skills
- Basic HTML skills
- High attention to accuracy
- Good interviewing skills
- Quick learner
- Would be good to have a knowledge of business technology or knowledge of UK technology industry

**Attributes:**

- Enthusiasm
- Ability to work in a team
- High attention to accuracy
- Ability to get up to speed quickly on subjects

**Skills successful candidate may gain:**

- Writing to deadline in a busy news room
- Overview of roles and processes in news room
- Working in a team with other journalists
- Overview of publishing in an online environment
- Working within a global network of publications
- Experience of integration of editorial and user content
- Working with content and members in an open community
- Working on video pieces; attending press events, depending on opportunities available

To apply for this placement, please email your CV along with covering letter to [ukrecruitment@cbs.com](mailto:ukrecruitment@cbs.com). Please state clearly in the subject line, the position that you are applying for.