GUIDEPOST is Spain’s oldest existing publication in English. American by origin, it was founded in Madrid 1958 and has been published regularly since then. At GUIDEPOST the intern will be on his/her own. We encourage her/him to develop self-reliance to the utmost.

The intern will have a flexible work schedule, which will enable him/her to fit his internship with his studies. What we do expect of him is that he produces tangible results of his internship. That, after all, is what his training is all about.

Below is a list of GUIDEPOST categories (sections) and what they entail in relation to the work of the intern. The intern may choose what categories he would like to specialize in. But if he is more interested in the commercial part, he can do advertisement. In the process, he will develop skills for dealing directly with potential advertisers, a crucial source of financing for publications.

It is the intern’s obligation to present reports on his chosen categories. If he could write articles out of those reports, so much the better. That way, while he/she is with GUIDEPOST, she/he will have been a published author which will serve him/her well when looking for regular job.

He may come to our office regularly during certain days and hours of the week compatible with his studies, or at any convenient time for her/him.

**CATEGORIES**

**Madrid**

**Money Matters**

**Finance & Economy**

What to cover: Everything about Madrid – past, present, future – written from all angles

- Economic and financial news, in brief (news summaries)
- Banks and other financial institutions (their workings and profiles)
- Multinationals (profiles, reports on their performance and deals, etc.)
- Economic and financial analyses (including past, present and future projections)
- Economy-related events (such as Investors Day, FITUR, etc.)
Community

What to cover:

• Embassy Row (including diplomat profile, national day celebrations and other embassy activities. Diplomacy in general.)
• The Scene (the social scene particularly in Madrid but also Spain, in general, not covered by the other sub-categories in “Community”
• International Organizations and Clubs (including the American Club, Navy League, INC, AWC, NATO, Rotary, Lions, Alumni Associations, theater groups, etc.)

Time Out

What to cover:

• Entertaining (This column is written by a regular GP staff)
• Gourmet’s Choice (This column is written by a regular GP staff)
• Shopping (A list of shops, preferably those who advertise in GP. The list includes description and photo/s of the shops.)
• Restaurant Guide (A list of restaurants, preferably those who advertise in GP. Those restaurants that are written about in Gourmet’s Choice do not necessarily have to be excluded from this list.)
• What’s On: Theater, movies, concerts, fiestas (including those that the “Madrid” category may have written about), etc.
• Museums and art galleries

Education

What to cover:

• Schools and universities per se
• News of school events
• Profiles of people in the academe
• Academic events

Travel

What to cover:

• Travel destinations
• List of travel agencies and tour operators. Advertisers in GP are given preference in this list)
• Hotels/Accommodation (list of hotels, tourist apartments, hostels, inns, camping grounds etc., especially those who advertise in GP)

Interns are expected to go out in the field, learn the ropes while there, and, if they so want, write articles. They are therefore given the opportunity not only to learn how to write an article but also to get published. To apply, please send your resume to bolsatrabajo-madrid@slu.edu