

# Editorial intern

Job ID  
REQ-10055760  
Jun 25, 2025  
Switzerland

## Summary

This internship offers an exciting opportunity for someone passionate about storytelling and communication.

## About the Role

As part of the Live Magazine editorial and communications team, the intern will support the creation of engaging content for global newsletters, social media, and audio-based storytelling formats. Working closely with a cross-functional team, the role helps bring science-driven stories to life and ensures they resonate across digital platforms.

## Key Responsibilities

### Newsletter Support

- Draft and edit copy for our global newsletters.
- Help improve opening and click-through rates by testing new subject lines, formats, and visuals.
- Coordinate weekly editorial updates and align on content calendars.
- Support content distribution with the media monitoring team.

### Audiofication of Story Features

- Help identify which articles could be transformed into short audio content.
- Draft short scripts for voice-over or AI-based audio narration.
- Support the production process by coordinating transcripts and assets.

### Social Media Writing

- Write concise, compelling social posts (primarily LinkedIn and Instagram) to amplify feature stories.
- Work with designers and editorial staff to package content effectively for digital audiences.
- Maintain a clean and aligned content calendar across platforms.

### Editorial Maintenance & Quality Checks

- Perform weekly reviews of the live magazine site (in English and German) for typos and layout issues.
- Coordinate language-specific checks with Japanese, Chinese, and German colleagues.
- Ensure visuals are up-to-date and all links function properly.

### Admin & Content Management

- Maintain the editorial team's vacation and publication calendar (Microsoft Teams).
- Help manage model release forms and patient consent contracts (via the ERC system).

- Keep the shared image repository updated (OneDrive).

## What You Bring

- Currently enrolled or recently graduated from University in the field of Communications, Journalism, Media, Marketing, or a related field.
- Interest in digital storytelling, social media, and/or audio formats.
- Strong written communication skills in English and German (Japanese, or Chinese a plus but not required).
- Ability to work independently, with attention to detail and a creative mindset.
- Basic familiarity with Microsoft Office (Outlook, Word, Teams).
- Familiarity with Adobe Suite, for editing podcasts and short video.
- Enthusiasm for learning and a collaborative spirit.

## What You'll Gain

- Hands-on experience in global science communications.
- Exposure to editorial workflows and publishing processes.
- Opportunity to build a portfolio of social and newsletter content.
- Introduction to working with audio formats for storytelling.
- Mentorship from experienced writers and editors.

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Division

Corporate Affairs

Business Unit

CTS

Location

Switzerland

Site

Basel (City)

Company / Legal Entity

C028 (FCRS = CH028) Novartis Pharma AG

Functional Area

Others

Job Type

Full time

Employment Type

Early Career (Fixed Term)

Shift Work

No

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