

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.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other.

Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together?

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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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2. <https://talentnetwork.novartis.com/network>
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