

Writers in the Schools (WITS) Internship

Writers in the Schools (WITS) is a program of Literary Arts that inspires public high school students to write, revise, edit, publish, and perform their own creative writing. WITS seeks interns who will provide administrative support for the Director of Youth Programs and the Program Coordinator. This is a great opportunity to gain experience in arts administration, particularly in youth programming.

WITS serves more than 3,600 students annually with a variety of literary opportunities: semester-long residencies in high school classrooms, visits by local and world-famous authors, public student readings, transportation and tickets to attend Portland Arts & Lectures and Special Events, the Verselandia high school poetry slam, publication in the annual print and digital anthologies, and mentoring on college and scholarship application essays.

To support this programming, the WITS intern responsibilities may include:

- Documenting author visits and student readings (taking photos and writing copy)
- Data entry
- Assembling, mailing, and processing evaluations
- Distributing and collecting forms at readings and events
- Proofreading
- Assisting in anthology production

WITS internship applications are accepted on a rolling basis, however, internships usually align with school semesters (e.g. Fall, Winter, and Spring/Summer). Interns commit to 6-10 hours per week, with exact days and times negotiable.

WITS offers paid internships to students eligible for work/study; we are also happy to work with students who are able to earn credits. We also offer tickets to Literary Arts events (as available).

Qualifications

- Attention to detail
- Excellent written and verbal communication
- Facility with Apple OS and Microsoft Office suite
- Passion for literature
- Knowledge of InDesign, Adobe CreativeSuite, and FileMaker Pro a plus

Applicants from diverse backgrounds are encouraged to apply. To be considered, please send an email with a cover letter and attached resume to Mel Wells at mel@literary-arts.org.