



Literary Arts
925 SW Washington St.
Portland, OR 97205

Portland Book Festival Event Intern Fall 2018

Internship Description:

Literary Arts seeks an Event Intern to assist the Public Programs department with the 2018 Portland Book Festival (formerly Wordstock). This position will report to and work closely with the Public Programs Coordinator to prepare for and implement the smooth execution of the 2018 Portland Book Festival on November 10, 2018 at the Portland Art Museum and surrounding venues.

Portland Book Festival brings writers and readers of all ages together to celebrate a shared passion for books. This daylong celebration features author events, readings, workshops, and an extensive book fair. This is a great opportunity to gain experience in many aspects of nonprofit arts administration, particularly in large-scale event planning and production.

Internships are designed to help the intern gain professional experience and office support skills in a dynamic and challenging nonprofit environment. This internship will run 14 weeks, with a time commitment of approximately 6-10 hours per week. The internship will take place at Literary Arts' downtown office. While scheduling is flexible, the internship will take place during normal business hours (Monday-Friday, 9-5). Intern must be available all day on Friday, November 9 and Saturday, November 10, 2018 to work the Portland Book Festival event and set up.

Estimated duration: Mid-August to mid-November

Responsibilities:

- Administrative support
- Marketing / web support
- Day-of event support
- Any other duties as assigned by the Public Program Coordinator and Director of Public Programs

This is a paid position, at \$12/hr. We are happy to work with college students who may be able to earn credits or who are eligible for work-study. We do offer tickets to Literary Arts events (as available) and passes to hosted receptions, as well as an opportunity to participate in Delve Readers Seminars. Other benefits include experience working with partner organizations and other networking opportunities.

Qualifications:

- Partial or complete undergraduate degree
- Excellent written and verbal communication skills
- Strong attention to detail
- Love of literature
- Discretion when working with confidential information
- Ability to keep a cool head and make decisions in busy event environment

www.literary-arts.org | 925 SW Washington Street | Portland, Oregon 97205 | t: 503.227.2583 f: 503.241.4256

BOARD OF DIRECTORS: Jacqueline Willingham, *Chair*; Jill Abere, Mike Barr, Amy Carlsen Kohnstamm, Ginnie Cooper, Alice Cuprill-Comas, Rebecca DeCesaro, Amy Donohue, Theo Downes-Le Guin, C. Marie Eckert, Susan Hammer, Betsy Henning, Karen Karbo, Deidra Miner, Anis Mojgani, Katherine O'Neil, Ramón Pagán, Amy Prosenjak, Jon Raymond, Bob Speltz, Amy Wayson, Thomas Wood STAFF: Andrew Proctor, *Executive Director*; Maggie Allen, Amanda Bullock, Lydah DeBin, Alanna Faelan, Megan Gex, Jennifer Gurney, India Hamilton, Hunt Holman, Ramiza Koya, Allegra Lopez, Susan Moore, Denver Olmstead, Liz Olufson, Chelsea Querner, Joanna Rose, Mel Wells



- Facility with Apple OS and Microsoft Office Suite
- Knowledge of Filemaker Pro, Wordpress, InDesign, Photoshop, and/or Adobe Suite a plus but not required
- Must be available all day on Friday, November 9 and Saturday, November 10, 2018

How to Apply:

Please submit cover letter and resume by email to:

Liz Olufson
Public Programs Coordinator, Literary Arts
liz@literary-arts.org

No phone calls, please.

Diversity, Equity, and Inclusion:

Literary Arts is committed to creating a diverse, inclusive, and equitable environment for our employees and volunteers. We welcome applicants from diverse backgrounds and experiences. We are an Equal Opportunity Employer.

About Literary Arts:

Literary Arts is a nonprofit literary center located in downtown Portland with a 34-year history of serving Oregon's readers and writers. The unique value of Literary Arts is that our programs build community around literature. We believe that there is an urgent need for us to bring together artists and audiences, students and adults, to share in the stories that tell us who we've been, who we are, and who we will be.

Literary Arts supports our local writers and makes literature accessible to our community of readers of all ages. We understand our role to be one in which we empower the diverse voices across our community, providing the support, access, and resources needed for all Oregonians to find their story. Literary Arts is uniquely transformative because of the powerful connections that our programs create to unify readers, writers, students, and adults.

Literary Arts is a 501(c)(3) nonprofit organization that provides 40,000 arts experiences to 20,000 unique individuals plus an audience of 15,000 each week on the radio, serving Oregon readers, writers, and students of all ages and socio-economic standings. For more information about Literary Arts, visit www.literary-arts.org.

**The mission of Literary Arts is to engage readers, support writers,
and inspire the next generation with great literature.**

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