

Job Announcement

Program Assistant: Programs for Writers and Delve Readers Seminars

Literary Arts seeks a program assistant with excellent attention to detail, some office experience, and a passion for literature to assist in program administration for Oregon Book Awards & Fellowships and Delve Readers Seminars.

The Oregon Book Awards honor the state's finest accomplishments by Oregon writers who work in genres of poetry, fiction, graphic literature, drama, literary nonfiction, and literature for young readers. Oregon Literary Fellowships provide financial support to Oregon's emerging and established writers and publishers. Locally, the program includes free literary events at our downtown center and tuition-based writing classes.

Delve Readers Seminars engage readers in exploring challenging books in lively discussion-based seminars led by an experienced scholar.

For more information about Literary Arts, visit www.literary-arts.org.

Overview

The Program Assistant supports the Director of Programs for Writers in the administration of the Oregon Book Awards & Fellowships program, which includes @LiteraryArts events (free literary events at our downtown center). The Program Assistant also provides administrative support to Delve Readers Seminars.

This position reports to the Director of Programs for Writers. This is a part-time position, 20 hours a week, including some evenings. There is some flexibility with scheduling, but the ideal candidate will be able to work in the office at least 3 days a week.

Responsibilities

- Assist with administrative logistics for writing classes and Delve seminars, including generating contracts, class rosters, and evaluation forms.
- 3-4 times a month, represent Literary Arts at free literary events at our downtown center in the evenings. Serve as on-site contact and manage all aspects of event production, including introducing speakers on behalf of Literary Arts.
- Assist with curating and cultivating new partnerships for @LiteraryArts events.
- Assist with administration of Oregon Book Awards & Fellowships competition and ceremony, including communicating with finalists and fellowship recipients and assisting in production of Oregon Book Awards ceremony in the spring.
- Create blog post entries for Delve seminar summaries, writing classes, and other promotions.

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- Other duties as assigned.

Qualifications

- Undergraduate degree or equivalent qualification.
- Commitment to literature and its place in our community.
- Outstanding oral and written communication skills.
- Public speaking experience is a plus.
- Event production and curatorial experience a plus.
- Impeccable attention to detail.
- Excellent proofreading skills.
- Fluency with Mac and Microsoft business applications, FileMaker Pro, and Adobe Suite.

Compensation:

\$15/hour, 20 hours a week. This is a part-time non-exempt position with no benefits.

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.

To Apply

Please send a PDF document that includes the following items to applications@literary-arts.org.

- 1) Cover Letter
- 2) Resumé

Deadline to apply: September 28, 2018

No phone calls please.



Literary Arts is a community-based nonprofit arts organization, located in Portland, with an over 30-year history of serving the state's readers and writers. Our programs include Portland Arts & Lectures, one of the country's largest lecture series; Oregon Book Awards & Fellowships, which celebrates Oregon's writers and independent publishers; Youth Programs, which inspire students to write, revise, edit, publish, and perform their own creative writing; and Portland Book Festival, which builds community around literature through author events, workshops, a book fair, and more. We also host guided discussion groups around great works of literature through a program called Delve. 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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BOARD OF DIRECTORS: Thomas Wood, *Chair*; Jill Abere, Amy Carlsen Kohnstamm, Ginnie Cooper, Alice Cuprill-Comas, 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, STAFF: Andrew Proctor, *Executive Director*; Maggie Allen, Amanda Bullock, Alex Dang, Lydah DeBin, Alanna Faelan, Megan Gex, Jennifer Gurney, India Hamilton, Hunt Holman, Ramiza Koya, Allegra Lopez, Susan Moore, Liz Olufson, Emily Prado, Chelsea Querner, Joanna Rose, Mel Wells