Literary Arts
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Literary Arts
925 SW Washington St.
Portland, OR 97205

Portland Book Festival Event Intern
Fall 2022

Internship Description:
Literary Arts seeks an Event Intern to assist the Public Programs department with the 2022 Portland Book Festival. This position will report to and work closely with the Public Programs Manager to prepare for and implement the smooth execution of the 2022 Portland Book Festival on November 5, 2022 at the Portland Art Museum and neighboring venues.

This internship will run about 10 weeks, with a time commitment of approximately 8-10 hours per week. Additional hours will be required November 4 and 5, 2022, the festival weekend.

Internships are designed to help the intern gain professional experience and office support skills in a dynamic and challenging nonprofit environment. The internship will take place at Literary Arts' downtown office. While scheduling is flexible, the internship will mostly take place during normal business hours (Monday-Friday, 9-5). Some evenings may be required, and intern must be available all day on Friday, November 4 and Saturday, November 5, 2022 to work the Portland Book Festival event and set up.

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.

Estimated duration: September to mid-November

BOARD OF DIRECTORS: Bob Speltz, *Chair*, Jill Abere, David Angeli, Joan Cirillo, Ginnie Cooper, Amy Donohue, Lana Finley, Sarah Gibbon, Jonathan Hill, Mitchell S. Jackson, Susheela Jayapal, Maurice King, Anis Mojgani, Justice Adrienne Nelson, Corrine Oishi, Katherine O'Neil, Ramón Pagán, Dennis Steinman, Geoffrey Tichenor, Chabre Vickers, Renée Watson, Marcia Wood STAFF: Andrew Proctor, *Executive Director*, Maggie Allen, Amanda Bullock, Lydah DeBin, Rui Dun, Jennifer Gurney, Olivia Jones-Hall, April Joseph, Hope Levy, Alexis Lopez, Allegra Lopez, Jessica Meza-Torres, Susan Moore, Jules Ohman, Liz Olufson, Leah O'Sullivan, Jyoti Roy, Karin Taylor, Lauren Walbridge

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Responsibilities:

- Administrative support, such as database input and upkeep, communicating with vendors, liaising with venues and other support staff, and more
- Marketing/web support, such as updating festival information, copy writing, and more
- Pre-event prep support, such as preparing physical event materials
- Day-of event support, such as troubleshooting, managing volunteers, and more
- Any other duties as assigned by the Public Programs Manager and Director of Public Programs

This position comes with a $2,000 stipend, paid out in monthly increments over the course of the internship. 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:

- Excellent written and verbal communication skills
- Strong attention to detail
- Ability to keep a cool head and make decisions in busy environment
- Discretion when working with confidential information
- Ability to take initiative and solve problems
- Appreciation of books, writing, and storytelling in all its forms
- Facility with Apple OS and Microsoft Office Suite
- Knowledge of Filemaker Pro, Wordpress, InDesign, Photoshop, and/or Adobe Suite a plus but not required
- Experience working with people from diverse racial, ethnic, and socioeconomic backgrounds is strongly recommended for this role
- **Must be available all day on Friday, November 4 and Saturday, November 5, 2022**

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How to Apply:
Please submit cover letter and résumé in one file by email to:

Liz Olufson
Public Programs Manager, Literary Arts
festival@literary-arts.org

No phone calls, please. **Deadline: Received by 8:00 a.m., August 8, 2022.**

About Literary Arts:
Literary Arts is a nonprofit literary center located in downtown Portland with a 38-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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