LITERARY ARTS
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Position Title: Portland Book Festival Event Intern
Category: Internship
Reports to: Public Programs Associate Manager
Estimated internship duration: September to mid-November
Work schedule: About 8-10 hours per week to be completed between Monday-Friday, 9:00 a.m. to 5:00 p.m. Mandatory availability required for all day on Friday, November 1 and Saturday, November 2, 2024.
Stipend: $2,000

Internship Description:
Literary Arts seeks an Event Intern to assist the Public Programs department with the 2024 Portland Book Festival (PBF). This position will report to and work closely with the Public Programs Associate Manager to prepare for and implement the smooth execution of the 2024 PBF on Friday, November 1 and Saturday, November 2 at the Portland Art Museum and neighboring venues.

This opportunity is designed to help the intern gain professional experience centered on building office and event support skills in a dynamic nonprofit environment. This internship will run about 10 weeks, with a time commitment of approximately 8-10 hours per week. 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 will be discussed in advance. The intern must be available **all day** on Friday, November 1 and Saturday, November 2, 2024, to work at the PBF event and set up.

The PBF 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 exhibitor fair. This is a great opportunity to gain hands-on experience in many aspects of nonprofit arts administration, particularly in large-scale event planning.

Responsibilities:
Pre-event Administrative Support

- Drafting, formatting, and physically preparing event informational materials for staff, presenters, exhibitor fair vendors, and volunteers
- Database input and upkeep
- Assist with volunteer training and communications

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- Assist with hosting of pre-festival events, such as the presenter lineup reveal in September

Marketing and Communications

- General website support, including updating events calendar and the public facing exhibitor list
- Prepping, inputting, and/or proofing information for printed event materials and signage
- Some copywriting

Day-of event support

- Assume a point-person role for exhibitor fair, including communicating with vendors, liaising with venue and other support staff
- Communicating and interacting with event volunteers, presenters, vendors, and attendees
- Assist with set-up and break-down of festival materials

Plus any other duties as assigned by the Public Programs Associate Manager and Senior Artistic Director.

Qualifications:

- Excellent written and verbal communication skills
- Strong attention to detail and accuracy
- Ability to keep a cool head while balancing priorities and making decisions in busy environment
- Ability to effectively converse and work with diverse groups and people of all backgrounds
- Working knowledge and competency with standard office technology and applications
- Appreciation of books, writing, and storytelling in all its forms
- Knowledge of Filemaker Pro, Wordpress, InDesign, Photoshop, and/or Adobe Suite are a plus, but not required
- Must be available all day on Friday, November 1 and Saturday, November 2, 2024. Your full attendance on both dates is essential.

Compensation:

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.

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Benefits:
You will be eligible for complimentary tickets to Literary Arts events (as available) and passes to hosted receptions, as well as the opportunity to participate in Delve Readers Seminars. Additional perks include experience working with partner organizations and fostering local networking opportunities.

How to Apply:
Please submit a cover letter and a resume in one file by email to festival@literary-arts.org addressed to: Jenna Nishimura (she/her), Public Programs Associate Manager, Literary Arts.

No phone calls, please. **Deadline: Received by 9:00 a.m., August 12, 2024.**

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

Literary Arts is a nonprofit literary center located in downtown Portland with a 40-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 committed to remaining a dynamic and responsive organization that will continue to evolve with our community's needs, and deepen our equity work across all our programs.

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