



LITERARY ARTS

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Internship Openings: @Literary Arts Events Interns

Literary Arts seeks two Events Interns to assist Programs for Writers with the preparation and execution of events at our Central Eastside headquarters at 716 SE Grand Avenue. Applicants from diverse backgrounds are encouraged to apply.

Programs for Writers support, promote, and celebrate Oregon's writers and publishers. In addition to the Oregon Book Awards & Fellowships for emerging and established writers, Programs for Writers also offers writing classes, readers seminars, and free literary events at our headquarters in Portland's Central Eastside.

POSITION: @Literary Arts Event Intern (two positions)

DURATION: The internship will start in January 2026 and last through April, 2026. The intern will be expected to be available to support at least 12 events in this time period, including the 2026 Oregon Book Awards Ceremony. The full schedule of events is listed below. This in-person internship primarily takes place in the evenings, between 6PM and 9PM, in our community space and bookstore, located inside Literary Arts' headquarters at 716 SE Grand Avenue.

PRIMARY RESPONSIBILITIES

- Assist with event set-up and take-down for approximately 12-17 events at Literary Arts' Central Eastside headquarters. This includes moving mobile bookshelves, setting up chairs and refreshments (if provided), supporting with tech set-up, fostering a welcoming atmosphere, and troubleshooting as needed to ensure a smooth event.
- Assist with event production at the Oregon Book Awards Ceremony on April 20, 2026.

QUALIFICATIONS

The successful candidate will have a demonstrated interest in learning more about the non-profit arts sector and producing community events. Qualifications include the ability to make decisions, anticipate needs, and troubleshoot problems. Previous experience with college or community events is helpful but not required.

EVENT SCHEDULE

Candidates must be available for at least 12 of the following event dates*:

www.literary-arts.org | 716 SE Grand Avenue | Portland, Oregon 97214 | t: 503.227.2583



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1. Incite: Queer Writers Read - 1/14/26
2. Slamlandia - 1/15/26
3. BIPOC Reading Series - 1/28/26
4. One Page Wednesday - 2/4/26
5. Slamlandia - 2/19/26
6. BIPOC Reading Series - 2/25/26
7. Oregon Book Awards & Fellowships Reception - 2/27/26
8. One Page Wednesday - 3/4/26
9. Incite Queer Writers Read - 3/11/26
10. Slamlandia - 3/19/26
11. BIPOC Reading Series - 3/25/26
12. Oregon Literary Fellowship Reading #1 - Date TK
13. Oregon Literary Fellowship Reading #2 - Date TK
14. One Page Wednesday - 4/1/26
15. Slamlandia - 4/16/26
16. Oregon Book Awards Ceremony - 4/20/26
17. BIPOC Reading Series - 4/29/26

*This list overall reflects a tentative calendar schedule. Some dates for our monthly events are subject to change based on the needs of our bookstore and community partners. In the event of a change to this schedule, interns will be notified as early as possible.

COMPENSATION: This internship includes a stipend of \$750.

HOW TO APPLY: To apply, send a cover letter and resume in one PDF to Alexa Winik at alexa@literary-arts.org In your cover letter:

- Tell us a bit about yourself and your education and/or career goals.
- Tell us of your interest in and qualifications for the internship.
- Describe your goals for the internship, including what you hope to gain from it.

No phone calls please. Applications will be accepted on a rolling basis until the positions are filled.

MORE INFORMATION ON @LITERARY ARTS EVENTS:

Slamlandia: Slamlandia is a poetry open mic and slam that meets every month, on the third Thursday. This mic provides a creative, fun, and welcoming space for all literary communities in Portland. We encourage poets new and old to come share their work. We strive towards a safe space for poets to read their own poetry, witness others, and participate in community.

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One Page Wednesday: This event is an opportunity to share or listen to one page of work in progress from talented writers from everywhere. Come with a single page of work and sign up to read – or come to listen and prepare to be inspired.

BIPOC Reading Series: This monthly reading series is intended to prioritize the safety, creativity, and stories of Black people, Indigenous people, and People of Color. Come listen to our featured readers, or sign up to share your work in our open mic. Readings will be followed by a short community discussion.

Incite: Queer Writers Read: Incite is a curated, bimonthly reading series for Queer writers. Incite's hope is to create conversation, connection, and greater understanding both within the Queer community and with other communities.

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BOARD OF DIRECTORS: Amy Donohue, *Chair*, Nik Blosser, Joan Cirillo, Ginnie Cooper, Gustavo Cruz, Omar El Akkad, Lana Finley, Elizabeth Gewecke, Jonathan Hill, Mary E. Hirsch, Janet Hoffman, Susheela Jayapal, Maurice King, Jonathan Levine, Diane Ponti, Amy Prosenjak, Geoffrey Tichenor, Chabre Vickers, Kristin Walrod, Renée Watson, Priscilla Bernard Wieden, Marcia Wood