



# LITERARY ARTS

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**Position Title:** @LiteraryArts Event Intern (two positions)

**Category:** Internship

**Team:** Programs for Writers

**Reports to:** Programs for Writers Coordinator

**Estimated internship duration:** approx. September 18 – December 18

**Work Schedule:** 3.5 hours per week, Wednesdays or Thursdays in the evenings from 6:00 to 9:30 p.m.

**Location:** Literary Arts, located at 716 SE Grand Ave. This is an in-person internship.

**Stipend:** \$750, paid upon completion of the internship

## INTERNSHIP DESCRIPTION

Literary Arts seeks two Event Interns to assist Programs for Writers with the preparation and coordination 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, the program also offers writing classes, readers seminars, and free literary events in our bookstore space.

## PRIMARY RESPONSIBILITIES

Assist with event set-up and take-down for approximately 10-15 events at our Central Eastside headquarters. This includes moving mobile bookshelves, setting up chairs, supporting with tech set-up, fostering a welcoming atmosphere, and troubleshooting as needed to ensure a smooth event. Other duties as assigned.

## QUALIFICATIONS

The successful candidate will have a demonstrated interest in learning more about the non-profit arts sector and producing literary events. Skills and qualifications that are helpful, though not required, include previous work with diverse communities, experience with planning college or community events, and the ability to adapt and problem-solve.

## EVENT SCHEDULE

Interns must be available for at least 10 of the following event dates:\*

1. 9/18/25 – Slamlandia
2. 9/24/25 – BIPOC Reading Series
3. 10/1/25 – One Page Wednesday
4. 10/4/25 – First Matter Press Launch Party

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5. 10/16/25 – Slamlandia
6. 10/29/25 – BIPOC Reading Series
7. 11/5/25 – One Page Wednesday
8. 11/12/25 – Incite: Queer Writers Read
9. 11/20/25 – Slamlandia
10. 11/26/25 – BIPOC Reading Series
11. 12/3/25 – One Page Wednesday
12. 12/17/25 – BIPOC Reading Series
13. 12/18/25 – Slamlandia
14. Other potential Programs for Writers events as needed

\*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.

## HOW TO APPLY

To apply, send a cover letter and resume in one PDF to Alexa Winik at [alexa@literary-arts.org](mailto: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. Positions are open until filled.

## MORE INFO ON PROGRAMS FOR WRITERS @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.

**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

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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: Queer Writers Read 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.

*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: 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, Dennis Steinman, Geoffrey Tichenor, Chabre Vickers, Kristin Walrod, Renée Watson, Priscilla Bernard Wieden, Marcia Wood