



Internship Openings: Programs for Writers Event Interns

Literary Arts seeks two Event Interns to assist Programs for Writers with the preparation and facilitation of events at the Literary Arts Bookstore, located 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 Literary Arts' headquarters in Portland's Central Eastside.

POSITION: Programs for Writers Event Intern (two positions)

COMPENSATION: A stipend of \$750, paid upon successful completion of the internship.

EXPECTED START DATE: May 6, 2026

DURATION: This internship will run from May – August, 2026. The intern will be expected to support at least 12 Programs for Writers Events in this time period. The full schedule of events is listed below. This in-person internship will primarily take place in the evenings, between 5:30 PM and 9:30 PM.

PRIMARY RESPONSIBILITIES:

- Assist with event set-up and take-down for approximately 12-17 events at Literary Arts. This includes moving mobile bookshelves, setting up chairs and putting chairs away, supporting with tech set-up, fostering a welcoming atmosphere, and troubleshooting as needed to ensure a smooth event.

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*:

1. One Page Wednesday – 5/6/26
2. Theatre Diaspora Staged Reading Event – 5/15/26

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



LITERARY ARTS

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3. Slamlandia – 5/21/26
4. The BIPOC Reading Series – 5/27/26
5. One Page Wednesday – 6/3/26
6. Slamlandia- 6/18/26
7. The Oregon Literary Fellowships Reading – June TBD
8. The BIPOC Reading Series – 6/24/26
9. One Page Wednesday – 7/1/26
10. Slamlandia – 7/16/26
11. The BIPOC Reading Series – 7/29/26
12. Slamlandia – 8/20/26
13. The BIPOC Reading Series – 8/26/26

*This list overall reflects a tentative calendar schedule. 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 (Programs for Writers Associate Manager) 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 positions are filled.

MORE INFORMATION ON PROGRAMS FOR WRITERS 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 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.

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