

Portland Book Festival Event Intern

Category: Internship

Reports to: Public Programs Manager

Estimated internship duration: August to mid-November

Work schedule:

- Between 1-2 days (4-10 hours) per week to be completed between Monday and Thursday at the Literary Arts office.
- Mandatory availability is required for all day on Friday, November 6, and Saturday, November 7, 2026.

Stipend: \$2,000

Internship Description:

Literary Arts seeks an Event Intern to assist the Public Programs department with the 2026 Portland Book Festival (PBF). 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 position will report to and work closely with the Public Programs Manager to prepare for the 2026 festival taking place on Friday, November 6 and Saturday, November 7, 2026, at the Portland Art Museum and neighboring venues. This is a great opportunity to gain hands-on experience in many aspects of nonprofit arts administration, particularly in large-scale event planning.

This internship will run about 12 weeks with a time commitment of approximately 4-10 hours per week. The internship will take place at Literary Arts' downtown office. The internship will mostly take place Monday-Thursday during business hours (9:00 a.m. to 5:00 p.m.). Any exceptions will be discussed with ample advance notice and mutually agreed upon.

Additionally, the intern must be available all day on Friday, November 6 and Saturday, November 7, 2026, to set up and work at the PBF event.

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



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Responsibilities

Pre-event Administrative Support:

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

Website and Communications:

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

Event-day support:

- Assume a point-person role during the festival which may include communicating with vendors, wayfinding for festival attendees, liaising with venue and other support staff, etc.
- 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 team.

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 Salesforce, Airtable, Wordpress, InDesign, Photoshop, and/or Adobe Suite are a plus, but not required.

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- Must be available all day on Friday, November 6 and Saturday, November 7, 2026. Your full attendance on both dates is essential and non-negotiable.

Compensation

This position comes with a \$2,000 stipend which is dispursed proportionally at the end of the month 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.

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, fostering local networking opportunities, and of course, access to great literature.

How to Apply & Hiring Timeline

Application instructions:

- Prepare a 1-page cover letter addressing your interest and suitability to the role.
- Combine your cover letter and a resume into one pdf titled: *YOUR NAME, festival intern application*.
- Submit your application by email to festival@literary-arts.org with the subjection line: *YOUR NAME, festival intern application*.
- No phone calls, please.

Deadline: applications must be received by 9:00 a.m. on Monday, July 20, for consideration.

All applications will be reviewed by Literary Arts staff.

The first round of interviews will take place during the week of August 3. Successful candidates will have a second, in-person interview during the week of August 10. The anticipated start date is the week of August 17 and the internship will conclude by November 13, 2026.

About Literary Arts

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

Literary Arts is a nonprofit literary center located in the central eastside of 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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