LITERARY ARTS
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Internship Openings: Programs for Writers Events Interns (Winter-Spring)

Literary Arts seeks two Events 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 Events Intern (two positions)

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

EXPECTED START DATE: January 6, 2027

DURATION: This internship will run from January – April, 2027. 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 for writers 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 nonprofit 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 – 1/6/27
2. Programs for Writers Poetry Reading – 1/13/27
3. Programs for Writers Event: Illustration & Graphic Memoir – 1/20/27
4. Slamlandia – 1/21/27
5. BIPOC Reading Series – 1/27/27
6. One Page Wednesday – 2/3/27
7. Slamlandia- 2/18/27
8. BIPOC Reading Series – 2/24/27
9. Oregon Book Awards & Fellowships Reception – 2/26/27

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, Molly Ishkanian, Susheela Jayapal, Maurice King, Jonathan Levine, Indira Nallakrishnan, Diane Ponti, Amy Prosenjak, Geoffrey Tichenor, Chabre Vickers, Kristin Walrod, Renée Watson, Priscilla Bernard Wieden, Jackie Willingham, Josh Wong, Marcia Wood

10. Oregon Book Awards Reading Showcase – March TBD
11. One Page Wednesday – 3/3/27
12. Slamlandia – 3/18/27
13. The BIPOC Reading Series – 3/31/27
14. One Page Wednesday – 4/7/27
15. Oregon Book Awards Ceremony – 4/12/27
16. BIPOC Reading Series – 4/28/27

*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 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 the positions are filled, with priority given to applicants who apply before **November 24**.

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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