

LITERARY ARTS— Development & Marketing Internship Spring 2015

Internship Description

The Development & Marketing Intern will assist the Development & Marketing department as assigned. This is a great opportunity to gain experience in many aspects of nonprofit arts administration, particularly in event planning and documentation. Primary duties while in the office may include data entry, filing, answering phones, copyediting, mailings, Box Office support and general office support. You will also attend and help document (e.g. photography, written reports) evening events over the course of several months. Specific events are TBD, but may include:

- Poetry Downtown presents Terrence Hayes, Tuesday February 17, 2015
- Portland Arts & Lectures presents Ruth Ozeki, Thursday February 19, 2015
- Everybody Reads with Mitchell Jackson, Tuesday March 10, 2015
- Oregon Book Awards Fundraising Dinner, Monday April 13, 2015
- Portland Arts & Lectures presents Katherine Boo, Thursday April 23, 2015
- Poetry Downtown presents Mark Doty, Monday April 27, 2015
- Poetry Downtown presents Anne Carson, Saturday May 16, 2015

Internships are designed to help the intern gain professional experience and office support skills in a dynamic and challenging nonprofit environment. The total time commitment would fluctuate depending on your availability and the needs of the organization. The days of the week that you come into the office are also negotiable.

This internship is unpaid, though we are happy to work with college students who may be able to earn credits, or who are eligible for work-study. We do offer tickets to Literary Arts events (as available), passes to hosted receptions, as well as an opportunity to participate in Delve Readers Seminars.

Qualifications

- Partial completion of undergraduate degree
- Love of literature
- Excellent written and verbal communication skills
- Attention to detail
- Facility with Microsoft Office Suite and Mac business applications
- Knowledge of FileMaker Pro, InDesign and/or Adobe Suite a plus
- Customer service experience a plus

How to Apply

Submit a cover letter and a resume by email to:

Amelia Ayrelan Iuvino
Development & Marketing Assistant, Literary Arts
amelia@literary-arts.org

This position will remain open until filled.