

The Louisville Conference on Literature and Culture (LCLC) Social Media & Event Management Internship

(1 position in Fall & 1-2 positions in Spring)

About the organization: Since its inception in 1972, The Louisville Conference on Literature and Culture (affectionately known as the LCLC) has become an international event attracting more than 450 writers, artists, scholars, and intellectuals for a weeklong conference here in Louisville (and online) during the third week of February. The LCLC regularly hosts major author societies, creative writers, critical panels, and award-winning keynote speakers. For more information about the conference, please consult our dedicated website: <https://thelouisvilleconference.com>.

About this position: As an intern, you will assist the Director (Professor Matthew Biberman) in implementing two critical aspects of the LCLC:

1) **Social Media and Attendee Communication:**

The LCLC maintains one of the most active social media presences originating in the University of Louisville. As LCLC intern, you will be asked to craft original content and manage re-posts to include LCLC events, programs, and reminders (on Facebook, Instagram and X as well as with the LCLC podcast and related media). What makes the social media posting rewarding is the simple fact that a real audience consumes it and uses it to prepare for the conference. As conference week nears, the intern will also be tasked to work directly with special guests, attendees and allied groups, providing information needed to facilitate a successful conference.

2) **Event Management:**

You will learn how to organize and administer both virtual conference sessions and in-person events that range from small panels, to workshops, to informal lunches and coffee breaks, to large readings and social events. You will work to book required services, oversee set-up and break down of events, and facilitate these events through direct interaction with attendees. These activities will be centered both on the Belknap Campus and at the Brown Hotel (requiring contracting for shuttle service). You will learn to organize catering, transportation, registration, and other tasks related to in-person and virtual events.

Ideal Qualifications:

- Coursework in professional and public writing, communications, and/or social media marketing
- Experience managing social media accounts, including Instagram and Facebook
- Experience with video editing/content creation
- Experience with Audition and podcast software and editing
- Experience with document design

Workload

Hours worked will typically range from 3-5 hours per week, not to exceed 40 hours total for the semester. Spring interns, please note that a large portion of hours will be spent during the third week of February, our traditional date for the conference.

Additional Requirement

Enrollment in the English Department Internship Program

Compensation

Each position entails a \$500 stipend plus 3 course credit hours per 40-hour internship towards the requirements of the English major.

Please email the English Department Internship Program director, Dr. Mark Alan Mattes (mark.mattes@louisville), if you're interested in learning more about this position and the internship program.

More about the Louisville Conference

Every year, attendees working in English and Spanish submit proposals on any topic pertaining to literature and culture since 1900. The Conference also welcomes submissions by creative writers. Reading committees then select the strongest critical and creative works. The conference also hosts national and international Group Societies and invites proposals for seminars from these entities as well. Societies who regularly attend the LCLC include the T.S. Eliot Society, the Virginia Woolf Society, EE Cummings Society, Harold Pinter Society, and Charles Olson Society among others. All these papers are then grouped for presentation at sectional meetings held on our campus.

In addition to the concurrent sessions, the LCLC features several keynote speakers at each conference. Recent keynote speakers have included Jennifer Egan, Merve Emre, Colson Whitehead, Stanley Fish, Art Spiegelman, Peter Nicholls, Joseph Lease, Jean-Michel Rabaté, Tracie Morris, Michael Handelsman, Fred Moten, Rodrigo Toscano, Johanna Drucker, Mat Johnson, Debra Castillo, Lisa Gitelman, Jack Halberstam, Juliana Spahr, James Smethurst, Dominic Pettman, M. NourbeSe Philip, Brent Hayes Edwards, Sianne Ngai, Douglas Kearney, Lynn Keller, Jed Rasula, Forrest Gander, Coral Bracho, and Marisa Parham. .