



104 Daventry Lane
Louisville, Kentucky 40223
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Louisville Book Festival Intern 2023

The Louisville Book Festival is a 501(c) (3) non-profit organization founded in 2018 to celebrate and promote the love and the benefits of reading, writing, and literacy. We believe that literacy is a fundamental human right and that there is power and purpose in bringing books to life every day of the year. We celebrate books and use them to highlight and grow the resilient culture of our vibrant city, as well as to encourage and elevate our creative thinking as a community. The 2023 Festival will be held in downtown Louisville on November 10th and 11th.

Job Description:

As a book festival intern you will gain experience in day-to-day management of a festival and a non-profit organization. You will provide support to the festival staff, volunteers, and Board before, during, and after the festival. Based on the skills and interests of the intern, you will assist with a variety of duties such as general office management, event production, publishing, outreach, hospitality, special events, volunteer coordination, programming and exhibits. Festival staff are often responsible for a wide range of tasks. As an intern you will experience a wide range of backend festival planning and promotion.

Qualifications:

- Currently enrolled at a high school, college or university.
- An interest in developing a career path in publishing, non-profit sector, or special events.
- Organizational skills to manage multiple tasks, attention to detail, and the ability to prioritize in a changing environment while adhering to deadlines.
- Dynamic self-starter who takes initiative.
- Strong interpersonal, verbal, and written communication skills.
- Proficient in Microsoft Office, Dropbox, Gmail, and Google Drive.
- Polished and professional when dealing with members, prospective members, sponsors, and executive leadership.
- Ability to work independently and as part of a team.
- Willingness to run errands relating to the production of the festival.
- Knowledge of digital photography, video, social media and/ or web publishing is desired.

Availability:

- Must be available a minimum of 5 to 15 hours a week in the office.
- Some availability on evenings and weekends may be asked.
- Must be available from 8 am to 8 pm on November 10th and 11th, 2023.

Internship term:

This internship ends in December of 2023. This is a non-paid, part-time internship position. College or University credit may be earned only with appropriate oversight from your institution and in accordance with your degree plan. **Please contact your internship program director before applying for this position to make sure you qualify for college credit.**

To Apply:

Email cover letter and resume to admin@louisvillebookfestival.com. Make sure to include “Book Festival Intern” in your subject line. Please indicate your special areas of interest in your email. No phone calls please.

More specifics on the types of duties you may be asked to perform:

- Research local businesses and community partners or sponsors and compile database of names and contact information.
- Personally connecting with those organizations and contacts.
- Visiting organizations and speaking about the work and the mission of the Louisville Book Festival.
- Create images for social media and promotion and document the festival journey.
- Craft emails and other communication to authors, presenters, and sponsors.
- At Festival, on site doing live videos and posting through LBF’s social media channels to create buzz & interest, as well as assist people with directions and set up.
- “Street team” – distributing posters, bookmarks, and prizes in a grassroots advertising campaign.
- Proofread and edit external communication.
- Manage attendee lists for events and create, print, and prepare name tags for events.
- Maintain and update Events Calendar.
- Prepare agendas and documents, collect materials, and complete background research in preparation for Event Team meetings, board meetings and other events.
- Assist with maintaining and safely transporting inventory of event department supplies.
- Assist with the design and ordering of festival materials.
- Organize records and databases.
- Catalog photos, videos, and other media from events in festival Dropbox.
- Send clean, edited, and packaged media to festival participants.
- Produce additional event reports as needed/requested.
- Send follow up correspondence and place calls to donors, sponsors, volunteers, and supporters.
- Update event timelines and assist with overall project management.
- Assist with physical pick-up of in-kind goods as needed.
- File all donor correspondence and gift documentation in event sponsorship folders and database.
- Other duties as assigned.