



Louisville Book Festival Summer/Fall Intern (1 Position)

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 2024 Festival will be held in downtown Louisville on October 18th and 19th.** To learn more about LBF, please check out our website: <https://www.louisvillebookfestival.com>

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 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 related to backend festival planning and promotion. These may include general office management, event production, promotional publishing and social media, author and publisher outreach and correspondence, special events programming, and festival exhibits.

Desired Qualifications:

- 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.
- Strong interpersonal, verbal, and written communication skills
- Proficiency in Microsoft Office, Dropbox, and Google applications
- Knowledge in social media and document design .
- Ability to work independently and as part of a team.

Internship terms:

This internship is a non-paid, part-time position. Expect to contribute 5-10 hours per week, not to exceed 80 hours total, including the entire two-day period of the festival.

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, Dr. Mark Alan Mattes (mark.mattes@louisville.edu) before applying for this position to make sure you qualify for college credit.**