

## Louisville Literary Arts

### **Positions Available: 2**

*About the organization:* Louisville Literary Arts (LLA) is a local nonprofit organization with a global reach, devoted to helping people write stories that change their lives. Most notably, LLA organizes the Writer's Block Festival, a one-day celebration of writers and writing.

### **Louisville Literary Arts Social Media & Communication Intern**

*About this position:* As an intern, you will assist the Executive Director (ED) by crafting original content and manage re-posts to include LLA events, programs, and reminders; create LLA Facebook Events; regularly post and manage photos, links, and/or video supplied by LLA; help create 20-30 second promo videos; stay up to date on local partner news and retweets; post national lit news (contests, calls for submission, book releases and reviews, etc.); share quirky or motivational literary quotes and/or information/resources for the writing life; share news or stories that impact the literary community or nonprofit world locally, regionally, nationally, and internationally. May also be asked to help draft and distribute donor thank you letters and email at the discretion of the Executive Director. **Festival day responsibilities** for this position include taking and sharing photos of Festival events, updating social media with Festival activities, etc. Please note, the festival will be held on **Saturday, September 30, 2023**.

### **Writer's Block Festival Promotion & Logistics Intern**

*About this position:* The Festival Promotion and Logistics Intern will work with both the Executive Director (ED) and the Social Media and Communication Intern to help publicize all events and programs, including tasks such as picking up and distributing event posters to area businesses and likely locations on the University of Louisville campus. They will assist the ED, volunteers, and instructors in launching new community programs connected to both LLA and Writer's Block (open mic series & community workshops), as well as helping to plan the Festival itself by attending Program Committee and/or Writer's Block Task Force meetings when possible. **Festival day responsibilities** for this position include helping to set up the venue (registration area, signs, etc.), helping to organize the Festival volunteer schedule, and distributing and collecting Festival surveys throughout the day. Please note, the festival will be held on **Saturday, September 30, 2023**.

*Remuneration:* These internships are for **course credit**. An English major will **earn 3 credit hours** (one class) during the fall semester.

*Workload:* Hours worked will typically range from 3-5 hours per week, not to exceed 40 hours total for the semester, *though a large portion of hours will be spent on the day of the Writers' Block Festival, Saturday, September 30.*

*Ideal Qualifications:*

- 60 credit hours of more (junior standing)
- Experience managing social media accounts, including Instagram and Facebook
- Experience with video editing/content creation
- Coursework in communications and/or social media marketing
- Experience with Adobe Creative Commons
- Experience with document design

*Timeline:* September 2022-December 2022. Especially if applying for Writer's Block Festival Promotion and Logistics Internship, students must be available all day **Saturday, September 30, 2023.**

Email [ervkleinauthor@gmail.com](mailto:ervkleinauthor@gmail.com) if you're interested in learning more about this position.