INTERNSHIP POSTING

Position: Casa Libre en la Solana Intern

*Casa Libre supports and enhances the literary community through the invention, presentation, and appreciation of creative work. We focus on empowering and supporting underrepresented artists, including women, people of color, emerging, and LGBTQIA+ artists*

**SUMMARY:**
Casa Libre seeks 1-2 undergraduate and/or graduate students interested in gaining experience in all areas of a literary arts nonprofit, including marketing and communications (digital and otherwise), both graphic and website design work, event coordination, and administrative duties. This internship is a great introduction to the non-profit and literary arts sectors. Qualified candidates would have an interest in the literary arts and in content creation. If interested, please send a short cover letter and one-page resume to casakeepers@casalibre.org.

**Duration:** August 21, 2018 - December 14, 2018  
**Hours:** 10 hours a week with a flexible schedule  
**Reports to:** Executive Director (Sally Roundhouse)  
Internship Program Coordinator (Katie Miller)

**Main Tasks:**
1. Assisting at 3-5 Casa Libre events and/or workshops  
2. Assisting with all aspects of communication and marketing, including (but not limited to) assistance with building a new Casa Libre website, writing social media posts and newsletter stories, and designing promotional materials

**Requirements:**
1. Assigned readings by visiting writers  
2. One literary arts event proposal due at the end of the semester

**Salary:** This is an unpaid internship.

**Credit:** This internship can be taken for credit through your respective educational institution.

**How to apply:**  
Send a cover letter outlining your interest, available days and times, and a resume/CV to casakeepers@casalibre.org. Please include your name and “Casa Libre intern” in the subject line. Applicants are encouraged to apply by Tuesday, August 28th.