



WRITING & COMMUNICATIONS INTERNSHIP

CATEGORY

Communications

JOB TYPE

Part time/hourly; 9 hours/week starting in February 2022. Full time during Festival weekend, May 7-8, 2022.

LOCATION

Internship is primarily remote. However, interns are invited (but not required) to attend in-person staff meetings should they resume during the semester; meeting dates and times TBD. All interns must attend the Festival which takes place in downtown Berkeley May 7 & 8, 2022, from 11:00 am to 6:00 p.m.

ABOUT THE FESTIVAL

The two-day annual Bay Area Book Festival (BABF) is a cultural experience unlike any other in the region. It brings hundreds of leading authors and 25,000 residents to Berkeley, CA over one jam-packed weekend of keynotes, interviews, panels, performances, and an exciting outdoor fair.

We are dedicated to fostering cross-cultural appreciation and international understanding through literature, and seek to continually expand the breadth of festival programming to reflect, engage, and appeal to audiences that have been historically underserved or do not often feel welcome in traditional literary spaces.

ABOUT THE INTERNSHIP

An internship in Writing & Communications will take you behind the scenes of creating a world-class literary festival, involving you directly in literary program planning, enriching your marketable skills, and resulting in excellent work samples and a unique experience for your resume. Writing activities include helping with myriad tasks from author bios to literary program descriptions, articles for the San Francisco Chronicle Program Guide, news articles, and more.

DUTIES

- Working under the Festival Writer and Development Manager, write and edit author bios for the website; assist in writing literary program descriptions for the website and Chronicle Program Guide; write and/or edit web copy, promotional e-blasts, and two newsletters.
- With byline credit where merited, write sponsored posts for Berkeleyside and possibly other outlets; write articles for the festival's San Francisco Chronicle Program Guide
- Assist in producing the festival's elaborate, multipage tabloid Chronicle Program Guide, resulting in a substantial physical & PDF promotional piece you will be proud to share with future employers.
- Serve as a master proofreader for the festival's written content across all platforms

QUALIFICATIONS

- Exceptionally strong writing skills and a sharp proofreading eye
- Strategic thinking abilities to target research, writing, and personal interactions effectively toward the intended audience

- Interest in contemporary literature
- Ideally, experience in writing articles or promotional pieces (but not critical)
- Ideally, design skills in presenting written information in attractive ways and in systems such as Mailchimp

BABF is committed to building a diverse team and strongly encourages applications from people of color, Queer identified, disabled, and gender nonconforming individuals.

To apply, please visit baybookfest.org/festival-internship and fill out the Google Form entitled “**2022 BABF Internship Application**” by **midnight on Wednesday, November 17**. Should you have any questions or concerns, please email samee@baybookfest.org.

INTERNSHIP CREDIT

To apply, you must be a UC Berkeley student eligible to receive course credit for this internship (3 units); 124 hours over 3 months approx. (45 hours per unit). We’re excited to announce that **students in all majors may receive course credit for this internship** through Theater 197 enrollment. The Faculty Advisor for spring 2022 is Professor Lisa Wymore.

Should you receive an offer, we will provide further details on how to enroll, course requirements, and course units. If you have any questions or concerns, please email samee@baybookfest.org.

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