



## **FESTIVAL PRODUCTION/VOLUNTEER SERVICES INTERNSHIP**

**APPLICATION DEADLINE: Wednesday, December 7, 2022**

### **CATEGORY**

Systems Management and Event Production

### **JOB TYPE**

Part time/hourly; Maximum 9 hours/week starting in February 2023. Each intern will receive a stipend of \$300 from the Bay Area Book Festival.

### **LOCATION**

Internship is primarily remote. Interns are invited (but not required) to attend biweekly staff meetings via Zoom; meeting dates and times TBD. All interns are required to attend the Festival on at least one of the two days when it takes place May 6 & 7, 2023, from 11:00 am to 6:00 p.m. in downtown Berkeley.

### **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**

The Festival Production Intern will work with the Bay Area Book Festival leadership team to help manage festival programs. As a festival production intern, you will experience firsthand the lifecycle of an event. Working closely with the Programming Systems and Web Manager, you will assist in placing programs into venues. You will then be trained by the Chief Operations Officer to effectively manage all the components of an event and troubleshoot issues as they arise. On May 6 & 7 (the days of the festival) you may help manage one of our venues. You may also be called upon to help recruit and direct festival/venue volunteers, working with the Festival's Volunteer Coordinator.

### **DUTIES**

- Assist with placing programs into venues
- Interface with venue staff
- Assist with box office management, and ticket holder customer service
- Help recruit volunteers
- Assist in researching, identifying and developing options for online volunteer sign ups
- Direct festival/venue volunteers as needed

### **QUALIFICATIONS**

- Passion for books and reading
- High level of organization and attention to detail
- Flexibility and ability to think on your feet as unexpected situations arise

- Mastery of Excel and Google Docs
- Some prior event management experience is a plus
- Friendly manner and experience engaging respectfully with people of diverse backgrounds
- Desire and willingness to learn

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](https://baybookfest.org/festival-internship) and fill out the Google Form entitled “2023 BABF Internship Application” by midnight on Wednesday, December 7. Should you have any questions or concerns, please email [samee@baybookfest.org](mailto:samee@baybookfest.org).

### **INTERNSHIP CREDIT**

To apply, you must be a UC Berkeley student eligible to receive course credit for this internship (2-4 units); 124 hours over 3 months approx (3 hours of work per week = 1 unit). We’re excited to announce that students in all majors may receive course credit for this internship through enrolling in the P/NP [Humanities 197 Creative Discovery Internship](#) course. **HUM 197 meetings held every other Wednesday 4-5pm**, average 1/hr week including class time and assignments. **Applicants should ensure their availability for this time in addition to their work hours.** Students will enroll in the course after they are offered and accept the internship position. The Staff Advisor for spring 2023 is Evelyn Thorne, [evelynthorne@berkeley.edu](mailto:evelynthorne@berkeley.edu)

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](mailto:samee@baybookfest.org).

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