



LITERARY CURATION INTERNSHIP

APPLICATION DEADLINE: Wednesday, December 7, 2022

CATEGORY

Program Planning

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 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 Literary Curation – General Intern will support the design, management and presentation of several of the Festival’s programs. In this role, you will work closely with the Festival’s Program Team to assist in drafting event titles and descriptions, develop programmatic themes, and ensure each confirmed speaker, panelist, moderator and interviewer has what they need to contribute to a successful event. You will also work directly with representatives of various local independent bookstores that provision the books for our events to develop and strengthen those relationships.

DUTIES

- Discuss emerging Festival themes and brainstorm ways to address these themes in publicity and outreach efforts
- In collaboration with the Festival Program Team, conduct outreach to participating speakers, panelists, moderators, and interviewers for necessary materials, such as galleys to be mailed, speaker bios to collect, etc.
- Collaborate with the Festival Program Team on the development of event titles and descriptions
- Assist in coordinating with representatives of local independent bookstores to cultivate their participation in the festival

QUALIFICATIONS

- Passion for books and reading and/or community

- High level of organization and attention to detail
- Excellent verbal and written communication skills (editing experience a plus)
- Friendly manner and experience engaging respectfully with people of diverse backgrounds
- Openness to shifting gears and taking on new tasks as needed

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 “2023 BABF Internship Application” by midnight on Wednesday, December 7. 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 (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

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.

###