

INTERNSHIP: INTERNATIONAL LITERARY SALON ASSISTANT

The internship position supports The Invisible Press' mission of providing stimulating, insightful, and ethically sound ideas serving the public good through innovative broadcasts and products. Interns assist members of The Press in educating writers, reaching customers, and developing an international community of creative artists dedicated to advancing social well-being. The Press offers a meaningful, high-quality engagement for interns exploring career opportunities in publishing with projects that align to the intern's personal and professional goals. Our interns range from college juniors to graduate students, including those in the post graduate phase.

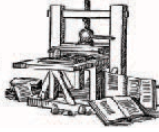
Job Description

The international online literary salon assistant is a highly motivated, creative individual seeking experience with international writers and publishing professionals through monthly salons with writers in the American, European, Slavic, Central Asian, and Middle Eastern spheres. The intern will assist with a variety of tasks in planning and conducting salons as well as debriefing completed salons. Competence in navigating Zoom Meetings and MeetUp groups is essential. The intern will also help with advertising the salons with growing brand awareness as well as identifying advertising venues, creating specific advertising messages, and contacting relevant individuals, agencies, and media outlets.

Responsibilities of the Literary Salon Assistant

Assist with preparations & planning, conducting, and reviewing bi monthly international literary salons. These duties might include:

- composing news releases,
- contacting bookstores, writers' groups, and media outlets by telephone, e-mail, and other relevant means of communication to inform about the salons.
- Maintain appropriate documentation of outreach.
- Assist with the 90-minute salons online through Zoom meetings. This includes
 - admitting participants into the meeting,
 - introducing the host and presenter,
 - assisting other interns in monitoring the chat feature,
 - bringing concerns to the attention of the house manager.
 - Assist with accessibility for participants with special needs, such as sending accessible print material to those with print impairments.
 - Assist with making sure that participants wishing to speak are seen and given a chance to take the floor.
- Debrief after the salons to identify barriers, stumbling blocks, solutions, and best practices for future salons.



Knowledge and skills we seek:

- Experience with Zoom meetings.
- Ability to write advertising copy and news releases (or interest in learning to do so.)
- Good social skills for working with writers and industry professionals.
- Ability to assist in building and nurturing a community on an accelerated timeline.
- Ability to help promote content through social networks and advertising.
- Interest in learning to integrate multiple channels of outreach (social media, SEO, content marketing, newsletters, email, print and digital marketing).

Required Skills

- Strong organizational and time management skills, with proficiency in meeting deadlines and urgency in responding to questions/requests.
- Strong interpersonal and oral presentation/written communication skills.
- Proficiency in working remotely, effectively, cooperatively, and flexibly in a team environment.
- Proficiency with standard office and mobile applications (i.e., word processing, presentations, e-mail, calendaring, teleconferencing, text messaging, etc.)

Required Experience

- Prior Community Service or Volunteer Work.
- Completion of at least one communication course, such as Interpersonal, Group, or Public Speaking.

Preferred Experience

- Completion of Persuasion, Mass Media, or Public Relations courses,
- Completion of Publishing, Marketing, or Business courses.
- Previous work in the publishing industry.

Benefits

This internship is unpaid at the outset with strong possibility for evolving into a paid part-time position over several months with the intern's proven ability.

Application Information

Apply through the Handshake portal through your university:

<https://app.joinhandshake.com/login>

Or, send CV/resume to dr.hazel@invisiblepress.com

For further information contact Dr. Hazel Denhart: dr.hazel@invisiblepress.com