



## Fall 2015/Spring 2016 PEN World Voices Festival Internships

PEN World Voices Festival of International Literature 2016

Internship Opportunities at PEN American Center

The [PEN World Voices Festival of International Literature](#) is the only international literary festival in the U.S., and the only festival of its kind with a human rights focus. The 2016 Festival runs from Monday, April 25 through Sunday, May 1 and takes place across NYC. It will include a special regional focus on Mexico and the Mexican diaspora.

The PEN World Voices Festival has attracted the world's best-known writers and has garnered broad global acclaim as one of the world's premier literary events. Since its founding 12 years ago, the Festival has presented more than 1,500 writers and artists from 110 countries, speaking 56 languages. The Festival was founded by Salman Rushdie in the aftermath of September 11, 2001 with the aim of broadening channels of dialogue between the U.S. and the world.

[PEN American Center](#) is an organization of writers with a mission to both celebrate and defend freedom of expression. Comprised of more than 4,000 Members in the U.S. and working in cooperation with more than 20,000 writers worldwide, PEN American Center is the largest in a global network of PEN Centers in more than 100 countries.

Internships offer hands-on experience across a range of Festival areas: program research and development; marketing; web and social media; production; and festival management and presenting. Internships are offered for Fall (September–December 2015), Spring (January–May 2016) and Summer (June–August 2016) with the possibility of longer engagement for interested candidates.

### **Summer 2016: Research and Program Development**

Internships available: 2

Hours per week: 15-20

Time of Year: September–December with potential for extension if there is interest and availability to stay through the Festival in May; and June–August

Festival Dates: April 25–May 1, 2016

Duties:

- Assist Festival team with research for future programs including maintaining a database of contacts and biographical information about writers and participants
- Organize programming files for development, marketing, box office and production to use in producing the Festival
- Ticket buyer data cleaning and maintenance
- Update and analyze historic Festival data
- Research target audiences and partners who can help generate Festival audiences

### **Spring 2016: Festival Marketing and Audience Engagement**

Internships available: 2

Hours per week: 15-20

Time of Year: September–December and January-June

January-June internships require evening and weekend work hours during the Festival and, potentially, in the weeks immediately prior.

Festival Dates: April 25–May 1, 2016

Duties:

- Research target audiences and partners who can help generate festival audiences and recommend strategies and tactics for engagement
- Draft/design marketing collateral including newsletters, e-blasts and flyers (proficiency with Adobe Creative Suite and web applications required)
- Assist in:
  - Implementing select aspects of the marketing plan
  - Mining ticketbuyer database to assess trends, opportunities, and key audience markets
  - Ticketbuyer data cleaning and maintenance
  - Proofreading and website edits
- Prepare and distribute box office sales reports, analyze sales trends, and recommend tactics to improve sales
- Prepare and process Festival wrap-up and evaluation materials and data

### **Spring 2016: Festival Website and Social Media**

# internships available: 2

# hours per week: 15-20

Time of Year: September–December and/or January-June. Jan-June internships require evening and weekend work.

Festival Dates: April 25–May 1, 2016

Duties:

- Research web presence for Festival participants including Twitter, Facebook, Tumblr, Instagram, and blogs
- Assist with website build (Drupal) by populating with event and participant information
- Proofread and format content for web publication
- Draft tweets, status updates, and blog posts to promote the Festival; working across these and other platforms to engage audiences and ticketbuyers
- Create and update web and Facebook event pages
- Other: this internship reports to both the Festival and Communications teams at PEN. Working knowledge of the Adobe Creative Suite (particularly Photoshop) and HTML is required.

### **Spring 2016: Festival Management and Presenting**

Internships available: 2

Hours per week: 15-20

Time of Year: January-May unless there is the interest and availability to begin in September and stay through May. Jan-May internships require evening and weekend work hours during the Festival and, potentially, in the weeks immediately prior.

Festival Dates: April 25–May 1, 2016

Duties:

- Assist in the following:
  - Making travel and hotel arrangements for participants
  - Preparing, distributing, and collecting logistical and production details to all Festival participants
  - All cross-functional Festival operations including box office, evaluation, front of house, artist hospitality, and marketing
  - Day-of-event program coordination and on-site production
  - Audience relations/front of house management
  - Preparing and distributing sales reports
  - Volunteer coordination
  - Preparing check requests and tracking expenses

**Spring 2016: Production Management**

Internships available: 2

Hours per week: 15-20

Time of Year: January-May, requires evening and weekend work during the Festival.

Festival Dates: April 25–May 1, 2016

Duties:

- Collate key venue information including address, accessibility, contacts and production setup
- Assess venue needs including signage and hospitality
- Coordinate production requirements from Festival participants
- Prepare run of show documentation for Festival events

**Qualifications and Requirements for all Internships**

- Ability to work independently and as a team player in a fast-paced environment, to simultaneously handle multiple tasks, and to adhere to deadlines
- Possess both exemplary organizational skills with an eye for detail as well as excellent writing skills and the ability to conduct research
- Experience with event management or performing arts production and presenting is welcome

This is an unpaid internship. Interns may be asked to provide their own laptops to work on the Festival.

Internships include:

- A monthly travel stipend for interns working a minimum of 15 hours weekly
- Participation in departmental and all-staff meetings as available
- Opportunities to attend or participate in PEN American Center events when not working at PEN World Voices Festival events.

Interested candidates should submit a resume and a cover letter describing how the position matches her/his qualifications and goals to Kim Chan, PEN World Voices General Manager, at [khan@pen.org](mailto:khan@pen.org).

<http://www.pen.org/fall-2015spring-2016-pen-world-voices-festival-internships>