



## **Internship**

**The Boston Book Festival, New England's largest literary event, seeks interns for both Spring and Summer 2023.**

Come join the BBF team and go behind the scenes to produce this spectacular in-person festival of authors, illustrators, and spoken word performers.

BBF Interns work on a variety of projects so we are looking for self-starters with a willingness to learn about the following:

- Copywriting and editing
- Digital content creation and marketing
- Communicating with media outlets, community partners, volunteers
- Scheduling program line-up
- Distributing promotional materials/Working with Street Teams
- Surveys and data collection

### Preferred experience:

- Event production
- Logistics
- Working on a team

### Skills:

- Excellent written and verbal communication
- Superior organizational and time-management skills
- Strong comfort with Microsoft Word, Excel, PPT, Google Drive, Docs, Sheets, Slides, Forms
- And of course, love of books and the written word!

### Office Culture:

We are a small but mighty and committed team in a casual office environment. Some days are remote, some days are in the office (near the Central Square T). Working on the BBF Team, interns have exceptional opportunities to learn about the publishing and book business and event production.

### Schedule, requirements, and compensation:

#### For Spring-

The ideal candidate will be able to join the team in March and stay through the end of the Spring term, working 8-12 hours per week. Required to have one's own cellphone and laptop/Chromebook. A one time stipend of \$900 will be paid at the completion of the internship.

#### For Summer-

The ideal candidate will be able to join the team on June 5 (or earlier) and stay through August 18, working 12-15 hours per week. Required to have one's own cellphone and laptop/Chromebook. A one time stipend of \$1800 will be paid at the completion of the internship.

### To Apply:

Please send a cover letter and resume to [info@bostonbookfest.org](mailto:info@bostonbookfest.org).

Please put "2023 BBF Internship" in the subject line. Please also include in your cover letter your availability ie M, W, F or M-F. Candidates who are invited to interview will be asked to provide a writing sample and 2 references. Applications for Spring are due **February 21, 2023** and for Summer are due **April 3, 2023**.

End.