

## Office of Letters and Light Summer Internship Program

**Location:** Oakland, California

**Organization:** The Office of Letters and Light

**Area of Focus:** Creative Writing/Community-Arts Nonprofit

**Duration:** June 1, 2008 – September 1, 2008

**Hours:** Must be able to commit 8 -12 hours per week

**Compensation:** This is an unpaid internship

### **Description:**

#### **About Us**

The Office of Letters and Light is an Oakland-based nonprofit that puts on the world's largest creative writing events. We organize National Novel Writing Month ([www.NaNoWriMo.org](http://www.NaNoWriMo.org)) in November and Script Frenzy ([www.ScriptFrenzy.org](http://www.ScriptFrenzy.org)) in April. In 2008, over 120,000 people in 80 countries will take part in our events.

We're a tiny, friendly, goofy office. We laugh a lot, drink too much coffee, listen to music in the office (Pandora's Postal Service station is our friend), and work somewhat crazy hours during our events. We're passionate about books, movies, reading, and writing, and get a lot of satisfaction out of helping kids and adults realize their creative potential.

#### **About You**

You are a funny, warm, and outgoing person who is happy spending a lot of time online. You're a great communicator, a fantastic writer, gifted editor, and you have a natural touch with email banter. You are intimately familiar with the worlds of blogs and online message boards. You are passionate but patient, and feel comfortable interacting with large, diverse groups of people.

You definitely have:

- Great communication skills
- A good sense of humor
- Strong writing and editing skills
- Experience using Word and Excel

We will love you even more if you have:

- Knowledge of the *Chicago Manual of Style*
- Graphic design experience. Comfortable using Photoshop, InDesign, and/or Illustrator.

- Skills in audio-editing using Pro Tools
- Knowledge of HTML/website design

### **About the Summer Internship Program**

The Office of Letters and Light is looking for summer interns to help us wrap up Script Frenzy 2008 and amp up for National Novel Writing Month's tenth anniversary. A lot of things are happening in the fall: We are launching a new website for NaNoWriMo's Young Writers Program, developing new and improved curriculum for our YWP teachers, and will be working around the clock to make sure this year's main event is tenth-anniversary awesome.

Interns will help in one or all of the following areas:

#### Editorial:

- Assist in copy-editing and creating site content
- Write content for the NaNoWriMo blog
- Perform research and other editorial tasks assigned by Program Directors

#### Communications and Media Relations

- Assist in writing press releases for our event, and sending them to press contacts
- Build new press relationships, and maintain our press contact lists
- Perform research and other media relations projects assigned by the Community Liaison and Program Director
- Assist in contacting well-known authors to write content and pep talk emails for our various events

#### Event Planning for the NaNoWriMo Write-a-thon

- Assist in finding and contacting potential, in-kind sponsors and donors for the event
- Maintain our sponsor and donor lists
- Help develop and implement innovative and fun ideas and fundraising strategies for the event
- Perform other event-planning duties assigned by the Program Directors

If you are interested in becoming an intern for the Office of Letters and Light this summer, email [Tavia\\_Stewart@LettersandLight.org](mailto:Tavia_Stewart@LettersandLight.org) with a résumé, and cover letter discussing relevant experience, why the Office of Letters and Light appeals to you in particular, what you hope to get out of the internship, and when you would be available.

Thank you!