

## Script Frenzy Internship Program

**Location:** Oakland, California

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

**Area of Focus:** Creative Writing/Script Writing/Community-arts Nonprofit

**Duration:** February 1, 2009 – May 15, 2009

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

**Compensation:** This is an unpaid internship

**Description:** Script Frenzy is an international writing event in which participants attempt the daring feat of writing 100 pages of scripted material in the month of April. As part of a donation-funded nonprofit, Script Frenzy charges no fee to participate; there are also no valuable prizes awarded or "best" scripts singled out. Every writer who completes the goal of 100 pages is victorious and awe-inspiring and will receive a handsome Script Frenzy Winner's Certificate and web icon proclaiming this fact.

The Office of Letters and Light is also known for hosting the National Novel Writing Month ([www.NaNoWriMo.org](http://www.NaNoWriMo.org)) event. Since 1999, we've challenged authors around the world to exercise their imaginations by writing a novel in November. In 2008, we had over 100,000 adult participants, and 22,000 children and teens taking part through our youth program. Just like Script Frenzy, National Novel Writing Month does not have judges nor prizes; everyone who reaches his or her word-count goal by November 30th is celebrated as a winner.

The Office of Letters and Light ([www.LettersandLight.org](http://www.LettersandLight.org)) is an Oakland-based 501(c)3 nonprofit whose mission is to organize events where children and adults find the inspiration, encouragement, and structure they need to achieve their creative potential.

**The Internship Program:** The Office of Letters and Light is looking for editorial interns and media relations interns to help run Script Frenzy. Interns may be asked to perform duties in both categories. Interns may also be asked to answer customer service emails, help run events, and assist our Store Manager in shipping Script Frenzy goods, donations goodies, volunteer kits, and teacher kits.

### Editorial:

- Assist in copy-editing and proofing site content
- Assist in seeking out experienced script writers to create "Cameos" for our site in April
- Perform research and other editorial tasks assigned by the Community Liaison or Program Directors

### Communications and Media Relations

- Assist in writing press releases for the event, and sending them to press contacts and volunteer chapter heads
- Build new press relationships, and maintain our press contact lists
- Perform research and other media relations projects assigned by the Community Liaison and Program Directors

### **Desired Skills**

- Good communication skills
- Strong writing and editing skills
- Familiarity with the *Chicago Manual of Style*
- Strong computer knowledge, especially working on PCs with Word, Excel, and Photoshop
- Graphic design skills welcome
- Knowledge of HTML/website design

If you are interested in becoming an intern for Script Frenzy in 2009, email [Tavia\\_Stewart@ScriptFrenzy.org](mailto:Tavia_Stewart@ScriptFrenzy.org) with a résumé and cover letter discussing relevant experience as well as why Script Frenzy appeals to you in particular, what you hope to get out of the internship, and when you would be available.