

THE LOFT LITERARY CENTER
Suite 200 Open Book
1011 Washington Ave. S.
Minneapolis MN 55415
www.loft.org

INTERNSHIP

Posted: 1 October 2009

Resource Library Intern

J-Term (9 – 5, Tuesday – Friday)

The award-winning Loft Literary Center, renowned for the quality of its programming and its service to the community, seeks a J-Term Resource Library Intern. Loft unpaid internships offer a flexible and enjoyable workplace, excellent supervision and mentoring, and the company of dedicated and creative colleagues.

PRIMARY RESPONSIBILITIES: Duties will include: sorting, filing and organizing our collection of literary journals and books by Minnesota authors and publishers; and improving the existing process for checkout, return, and re-shelving.

QUALIFICATIONS: The successful candidate will have a background or interest in libraries and/or strong organizational skills, an ability to work independently once given adequate instruction, and a demonstrated interest in learning more about the nonprofit arts sector. Some lifting will be necessary.

TO APPLY: Email submissions only. Please prepare a cover letter in which you:

- Tell us of your interest in and qualifications for the internship.
- Describe your goals for the internship – what do you hope to get from it? What will have happened for you to be able to say at its conclusion “that was a great experience!” or “I got what I wanted from that internship!”
- Write a few things about where you hope to see your education and/or career and/or life in general going, especially as those goals relate to the Loft Literary Center and the internship for which you’re applying.

Convey your letter and resume to Nancy Gaschott at ngaschott@loft.org by midnight on November 30, 2009.

The mission of the Loft Literary Center is to support the artistic development of writers, to foster a writing community, and to build an audience for literature.