

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

INTERNSHIP

Posted: 1 October 2009

Member Services Intern

J-Term (9 – 5, Tuesday – Friday + some evening and/or weekend events)

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

PRIMARY RESPONSIBILITIES: This intern will learn about and assist all departments of the Loft Literary Center. The work will include helping to set up and host some evening events, answering the telephone and assisting walk-in traffic, research, writing, data entry, and general clerical duties.

QUALIFICATIONS: The successful candidate will have a demonstrated interest in learning more about the nonprofit arts sector, some experience with customer service, an appetite for administrative work functions, and basic computer skills.

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.