



**MINNESOTA BOOK AWARDS INTERNSHIP
with The Friends of the Saint Paul Public Library**

The Friends of the Saint Paul Public Library is a nonprofit organization which supports the Saint Paul Public Library through funding, advocacy, and programming. In its role as the host organization for the Minnesota Book Awards, The Friends focuses its outreach and programming activities statewide. The Book Awards is a year-round project which includes a gala celebration with sell-out crowds of 700, nomination of more than 300 books annually, extensive public relations and media work, and statewide outreach efforts.

The Book Awards internship is unpaid but provides exposure to the Minnesota writing community, local and national publishers, libraries, and media. Interns have the opportunity to gain experience in the areas of awards program administration, public relations, programming, special event planning, fundraising, and research.

Duties may include: writing press releases, drafting website copy, providing support for the awards gala and assigned book programs, processing and acknowledging book nominations, preparing book shipments to judges, fulfilling requests for marketing materials, and conducting research on previous years' finalists and winners.

Internship hours range from 10 to 20 hours per week for a total of 150 hours. Longer internships may be negotiated. A flexible schedule is available within a traditional Monday through Friday work week, and there are opportunities to participate in occasional evening and weekend programs and events. The greatest need for interns is during the months of September through May. Qualified applicants will have good writing and communication skills, strong organizational skills with attention to detail, Word and Excel experience, and an interest in the book/library community. The Friends offers parking and mileage reimbursement. This is an unpaid internship.

The application process is ongoing, and is competitive. Resumes and cover letters may be sent by mail, fax or email. All application materials received will be acknowledged. **Please send materials to:**

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To learn more about The Friends and the Book Awards, visit www.thefriends.org.