

**Administrative Internship IUB Arts and Humanities Council
Student Liaison/Assistant to the Associate Vice Provost for Arts and Humanities (Fall)**

Undergraduate English majors are eligible to serve as assistant to the Associate Vice Provost for Arts and Humanities Ed Comentale. The assistant will work closely with Professor Comentale to support the First Thursdays Festival and other campus arts and humanities programming.

Internship responsibilities include event planning and publicity, the creation of website content, management of social media, and student networking. Professor Comentale is seeking a mature, professionally-minded intern with leadership skills and a love of the arts and humanities, one who is outgoing and comfortable working with both faculty and students.

The intern is expected to work a total of approximately 120 hours—that equals eight hours per week – term – and eligible for up to three hours of course credit in English X473. The intern is eligible to apply for a modest grant from the.

To be eligible for this internship, you must have a major GPA of 3.0 or better, and must have 12 credits in English at the 200-level or above, including L202/L260. If you wish to apply, send a letter of application, a resume, and two short writing samples to IU English Internship Program, Department of English, c/o Jody Hays (johays@indiana.edu), by the deadline specified below. In the letter you should mention any previous administrative experience, your course work in English, your reasons for being interested in the internship, and any experience with public events.

Administrative Internship College of Arts and Humanities Institute (Summer and Fall)

Undergraduate English majors are eligible to serve as interns for the College Arts & Humanities Institute (CAHI). The Institute provides research funding for faculty and graduate students, and organizes several events throughout the year, including reading groups, symposia, and guest lectures by prominent writers and artists (recent and upcoming speakers include Margaret Atwood, Ta-Nehisi Coates, Dave Eggers, Chris Ware, and Juan Felipe Herrera).

Interns will assist with event planning and logistics; arranging guest travel and lodging; publicizing CAHI-sponsored/related events via web and social media; developing, compiling, and proofreading content for CAHI's website and promotional materials, including CAHI's annual report on the year ahead; design of promotional materials (annual report, posters, etc.); and setup for events hosted at CAHI's building at 1211 E. Atwater Avenue.

In addition to CAHI, this position also provides assistance to the Renaissance Studies Program and the Center for Theoretical Inquiry in the Humanities. Ideal candidates should show a willingness to delve into multiple projects with an eye toward detail, and be comfortable with dealing with the public (whether over the phone or in person). We are looking for someone who can develop, maintain, and grow our online presence with a unique, consistent, and engaging voice. Experience with Twitter, Facebook, Tumblr, and Wordpress desired; experience with design software a plus.

An intern is expected to work a total of approximately 120 hours – that equals eight hours per week per term – and is eligible for up to three hours of course credit in English X473.

To be eligible for this internship, you must have a College and major GPA of 3.0 or better and must have 12 credits in English at the 200-level or above, including L202 or L260. If you are interested, email a letter of application to IU English Internship Program, Department of English, c/o Jody Hays (johays@indiana.edu), by the deadline specified below. In the letter you should mention any relevant experience, your course work in English, and your reasons for being interested in the internship. Please also list your class standing, campus address, telephone number, student ID number, and the names of one or two professors as references. The final selection of interns will be made by the CAHI Director.

Indiana Review

The pillar positions are Prize Intern, Contracts & Subscriptions Intern, and Web & Publicity Intern--you'll understand why when you visit our info page--but the Submissions position is a new and exciting opportunity to read the work contemporary writers are submitting around the world. We'd love to have your help!

Prize (Summer)

The Prize intern's priority is processing subscriptions for entrants of the Don Belton Fiction Reading Period and the Half-K Prize. This intern also assists the Editor-in-Chief with day-to-day operations. Tasks include: promoting the prizes across social media platforms, adding and renewing subscriptions in our database, distributing/filing contracts, mailing single-order issues, securing social media exchanges with other literary magazines. One position is available during the summer. The chosen intern must be available to begin in June.

Because this position requires so many moving parts, we are looking for someone who can multitask and who is interested in engaging with writers and readers online. Experience with Excel, databases, Illustrator/Canvas, social media, and email etiquette desired.

Web & Publicity (Fall)

The Web & Publicity intern is responsible for maintaining and growing IR's web presence through social media and advertising. Tasks include: securing social media exchanges with other literary magazines, promoting upcoming submission periods and events, creating images that are consistent across platforms, brainstorming ideas for social media contests and other ways to engage followers, assisting the Web Editor with Blue Room podcast and the blog We are looking for someone who can develop our online presence with a consistent yet unique voice. This position is less about technical mastery (though we love that!) and more about a willingness to delve into multiple projects, think creatively, and engage with a larger literary audience. Experience with Facebook, Twitter, Instagram, WordPress, Illustrator/Canvas, and email etiquette desired.

Contracts & Subscriptions (Fall)

The Contracts and Subscriptions intern is responsible for processing documents from our contributors, prize entrants, and readers. Tasks include: distributing/filing contracts, mailing single-order issues, adding and renewing subscriptions in our database, processing subscriptions for prize entrants, helping to coordinate subscription drive efforts. We're looking for someone who has initiative and who pays

close attention to detail. This intern gathers and maintains information essential to the magazine's records. Experience with Excel, databases, and email etiquette desired.

Submissions (Fall)

Submissions interns are responsible for helping IR find work that fits our aesthetic. Tasks include: reading assigned fiction and poetry, learning Genre Editors' literary tastes and preferences, sorting up to 15 submissions/week in our submission manager based on quality, sending a weekly report to Genre Editors for review. This is a new position that is designed to be completely remote, but if you prefer to read in-office with us, we welcome that too! We're looking for someone who can work with little over-the-shoulder guidance, and this person preferably is interested in both prose and poetry. Any experience in writing workshops and/or literary magazines is a plus. Questions? Email Editor-in-Chief Mariah Gese at inreview@indiana.edu or visit us in-person, Ballantine 554.

Four interns will be chosen for the fall term, with priority given to Web & Publicity and Contracts & Subscriptions.

To be eligible for this internship, you must have a College and major GPA of 3.0 or better and must have 12 credits in English at the 200-level or above, including L202 or L260. If you are interested, email a letter of application and CV to IU English Internship Program, Department of English, c/o Jody Hays (johays@indiana.edu), by the deadline specified below. In the letter you should mention any relevant experience and coursework, your reasons for being interested in the internship. Please also list your class standing, campus address, telephone number, student ID number, and the names of one or two professors as references. The final selection of interns will be made by the Editor of Indiana Review.

Indiana University Press

Indiana University Press (IUP) is an international scholarly book and journals publisher, located in Bloomington on the IU campus at the Herman B Wells Library 350 (third floor east), 1320 East Tenth Street.

We acquire, contract, and publish more than 120 new scholarly-academic and trade books each year and publish approximately 30 international scholarly journals in the humanities. Twenty percent of our books are from IU faculty; the balance is from scholars at other institutions around the world.

Interns may be eligible for up to three hours of course credit in English X473. Please contact Jody Hays at johays@indiana.edu for more information.

A full list of internship opportunities can be found at on the [IU Press](#) website.

To be eligible for this internship, you must have a College and major GPA of 3.0 or better and must have 12 credits in English at the 200-level or above, including L202 or L260. If you are interested, email a letter of application and CV to IU English Internship Program, Department of English, c/o Jody Hays (johays@indiana.edu), by the deadline specified below. In the letter you should mention any relevant experience and coursework, your reasons for being interested in the internship. Please also list your class standing, campus address, telephone number, student ID number, and the names of one or two professors as references. The final selection of interns will be made by the Editor of each department.

Indiana University Writers' Conference (Summer and Fall)

Undergraduate English majors are eligible to serve as for the Indiana University Writers' Conference. Three to five interns will be selected. The conference is one of the oldest and most respected of its kind and brings nationally prominent authors to Bloomington for a week each spring to teach courses and workshops to conference enrollees. Throughout the fall semester, interns will work with the director and assistant directors in sponsorship and general conference administration. Past interns have found the tasks assigned pleasurable because of their importance and skill-building nature. Applicants should have some background in creative writing or contemporary literature. Students with web, desktop publishing, database, or other specialized computer skills are particularly encouraged to apply (though such experience is not mandatory). Interns are expected to work eight to ten hours a week until the week of the conference, when they will be required to work up to 10 hours during the conference. The interns will assist in planning the 2021 program. Interns may register for up to three hours of credit in English X473 (S/F grading), and are also eligible to apply for a modest grant from the Hutton Honors College.

To be eligible for this internship, you must have a College and major GPA of 3.0 or better and must have 12 credits in English at the 200-level or above, including L202 or L260. If you are interested in serving, send a letter of application and vita to IU English Internship Program, Department of English, Ballantine Hall 442, c/o Jody Hays (johays@indiana.edu), by the deadline specified below. The letter should mention relevant work experience, relevant art administration or computer courses taken, English courses taken, and reasons for interest in the internship. It should also supply class standing, campus address, e-mail address, and telephone number. The final selection of interns will be made by the staff of IUWC. For further information, please contact the conference director, Bob Bledsoe (e-mail robledso@indiana.edu).

Victorian Studies (Summer and Fall)

Undergraduate English majors are eligible to serve as editorial interns for *Victorian Studies*, a scholarly journal that publishes articles dealing with nineteenth-century British culture. One intern will be selected for Summer 2020 and two interns will be selected for Fall 2020.

Students who serve as interns will be responsible primarily for processing submissions to *Victorian Studies*: corresponding with outside readers, keeping track of the flow of manuscripts, and editing rejection letters. Interns will also gain some experience in the actual production of the journal including proof-reading, editing, and compiling some sections. Interns are expected to work six hours per week and are eligible for up to two hours of course credit in English X473. To be eligible for this internship, you must have a College and major GPA of 3.0 or better and must have 12 credits in English at the 200-level or above, including L202 or L260. If you are interested, email a sample of academic writing, a resume, and a letter of application to the *Victorian Studies* office (victstu@indiana.edu) and the IU English Internship Program, Department of English, c/o Jody Hays (johays@indiana.edu), by **Monday, March 2nd**. Please clearly indicate if you are applying for the Summer or the Fall position, or if you are open to either. The writing sample may be a paper written for a course. In the letter you should mention any previous experience in journalism or publishing,

your coursework in English, and your reasons for being interested in the internship. Please also list your class standing, campus address, email address, telephone number, and student ID number. The final selection of interns will be made by the editors of *Victorian Studies*.

DEADLINE TO APPLY: Monday, March 2.

Interns are also eligible to **apply for a modest grant from the Hutton Honors College and the Walter Career Center**

- **For summer internships, the deadline for these grants is the Friday before Spring Break, 3/13**
 - **When enrolling in credit hours for summer internships, you will be charged summer tuition! Please take advantage of funding.**
- **For fall internships, the deadline for Hutton is the Friday after Spring Break, 3/27. The Walter Center deadline for funding fall internships has not yet posted.**

Please also utilize the Walter Career Center to polish up that resume for this internships or the others that will likely post next week.