

Administrative Internship
IUB Arts and Humanities Council
Student Liaison/Assistant to the Associate Vice Provost for Arts and Humanities
Spring 2021

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 (ugeng@iu.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
Spring 2021

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 speakers include Terrance Hayes, Tracy K. Smith, Héctor Tobar, Roxane Gay, and more).

Interns will assist with event planning and logistics; publicizing CAHI-sponsored/-related events via social media and across campus; developing, compiling, and proofreading content for CAHI's website and promotional materials, including CAHI's annual report on the year ahead; and design

of promotional materials (annual report, posters, etc.).

In addition to CAHI, this position 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. We are looking for someone who can develop, maintain, and grow our online presence with a unique, consistent, and engaging voice. Experience with Twitter and Facebook 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 (ugeng@iu.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 Spring 2021

Founded in 1976, *Indiana Review* is a non-profit literary magazine dedicated to showcasing the talents of emerging and established writers. Our mission is to offer the highest quality writing within a wide aesthetic. *Indiana Review* offers Contracts & Subscriptions, Web & Publicity, Design, and Editorial internships, with one person per position.

EDITORIAL (Fall, Spring, & Summer)

The Editorial intern will work closely with staff editors in completing a variety of tasks connected to the publication process. Responsibilities include: reading assigned poetry and prose submissions, taking part in weekly editorial meetings, keeping minutes and logging agendas, assisting the nonfiction editor with fact-checking, assisting editors with copy-editing, using WordPress to help manage online copy, assisting editors with correspondence with authors and prize judges, and performing light administrative duties.

The ideal candidate is detail-oriented and organized, has prior experience with Wordpress and email etiquette, and is interested in contemporary fiction, poetry, and/or creative nonfiction. You do not need to be a creative writer to be considered for this position.

DESIGN (Fall & Spring)

IR is a print publication, but we are hoping to revamp and bolster our online presence. The Design intern's primary duties will relate to, though are not limited to, this endeavor. Responsibilities include: creating online graphics and digital/print advertising materials, corresponding with external vendors including *IR*'s typesetter and website designer/host, and helping with layouts and typesetting for the print publication (if the intern has relevant experience).

The ideal candidate has prior experience with graphic design and website design, as well as experience with email etiquette.

WEB & PUBLICITY (Fall & Spring)

The Web and Publicity intern is tasked with maintaining and growing IR's web presence through social media and advertising. Responsibilities 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, and 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 & Spring)

The Contracts and Subscriptions intern is responsible for processing documents from our contributors, prize entrants, and readers. Responsibilities include: processing contracts, mailing single-order issues, adding and renewing subscriptions in our database, processing subscriptions for prize entrants, and 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.

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. Responsibilities include: promoting the prizes across social media platforms, adding and renewing subscriptions in our database, processing contracts, mailing single-order issues, and securing social media exchanges with other literary magazines.

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.

APPLICATION REQUIREMENTS

To be eligible for an internship, you must have a College and major GPA of 3.0 or better, and you must have completed 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 the IU English Internship Program, Department of English, c/o Jody Hays (ugeng@indiana.edu).** Application materials are due by Sunday, October 11th at midnight. In your letter of application, please specify which position you would like to be considered for, mention any relevant experience and coursework, and explain why you are 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. For the design internship specifically, you may include a few representative samples of your graphic design work as .pdf attachments or provide links to web content. The final selection of interns will be made by the Editor-in-Chief and the Associate Editor of the *Indiana Review*. If you have questions about either position, please feel free to email the Editor-in-Chief, Alberto Sveum, at inreview@indiana.edu.

Indiana University Press
Spring 2021

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 ugeng@iu.edu for more information.

A list of distinct internship opportunities can be found [here](#).

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 (ugeng@iu.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 Spring 2021

Undergraduate English majors are eligible to serve as for the Indiana University Writers' Conference. Three to five interns will be selected for spring term. 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 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 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 (ugeng@iu.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).

Due date for spring 2021 internship applications: Sunday, October 11.

Victorian Studies Spring 2021

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. Two interns will be selected for Spring 2021.

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

This semester (Fall 2020), we are conducting the internships (and all *Victorian Studies* business) online; interns work with the editors over Zoom and collaborate on editing projects using Box and Google Docs. If we do return to the office in Spring 2021, interns will be able to choose whether to work remotely or in person. Though our process has changed over the past few months, our interns remain an important part of the editorial team and have gained experience in editing and professional correspondence, as well as in collaborating with others while working remotely.

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 (ugeng@iu.edu), by **Sunday, October 11th**. 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*.

Due date for spring 2021 internship applications: Sunday, October 11.