

Editorial Internship Sundress Academy for the Arts

The Sundress Academy for the Arts at Firefly Farms, a non-profit organization, is looking for an editorial intern to help with proofreading, writing promotional materials, and constructing press releases and other official documents. This part-time internship would consist of approximately 10 hours of work per week and run from May to August, 2017 with a chance to be renewed for the following semester.

The Sundress Academy for the Arts (SAFTA) is an entirely volunteer-run organization that hosts workshops and retreats centered on creative writing. All workshops are led by experienced instructors of various literary genres and also include an element of incorporated learning. Located on a 45-acre farm twenty minutes from downtown Knoxville, SAFTA's mission is to give writers and artists of all levels a chance to workshop with nationally renown professionals in their field as well as uninterrupted time to focus on their creative work.

The editorial intern's responsibilities will include writing press releases, composing blogs, helping to run social media sites, creating spreadsheets and data bases, helping with events and retreats, and more. The intern may also be responsible for assisting with marketing including posting flyers, working with local fundraisers, mailing promotional materials, providing transportation for residents, etc.

Preferred qualifications include:

- A keen eye for proof-reading
- Strong written communication skills
- Ability to interact with the public
- Knowledge of contemporary literature a plus

Applicants should be located in the greater Knoxville area and be able to provide transportation for meetings and events.

While this is an unpaid internship, all interns will gain real-world experience in promoting and editing books for a nationally recognized press while creating a portfolio of work for future employment opportunities. Interns will also be able to attend all workshops at the Sundress Academy for the Arts at cost during their tenure with the organization.

To apply, please send a resume and a brief cover letter detailing your interest in the position to the Staff Director, Chloe Hanson, at hanson@sundresspublications.com.

For more information, visit our website at www.sundressacademyforthearts.com.

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