



## Editorial Internship Sundress Academy for the Arts

The Sundress Academy for the Arts at Firefly Farms, a 501(c)(3) non-profit organization, is seeking two editorial interns. The position's responsibilities include the preparation of documents necessary to run an independent writers residency, as well as online participation in literary events including readings and workshops. This part-time internship would consist of approximately 5-10 hours of work per week and run from January 1<sup>st</sup> to June 30<sup>th</sup>, 2022.

The Sundress Academy for the Arts (SAFTA) is an entirely volunteer-run organization that hosts residencies, workshops, and retreats centered on creative writing in all genres. Located on a 45-acre farm twenty minutes from downtown Knoxville, SAFTA's mission is to give writers of all levels a chance to workshop with nationally renowned 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, proofreading, working with social media (Facebook, WordPress, etc.), collating editorial and residency data, research, and more. The intern will also be needed to help facilitate Zoom readings and events.

Preferred qualifications include:

- A keen eye for proof-reading
- Strong written communication skills
- Experience with WordPress, Zoom, and other online mediums
- Knowledge of contemporary literature a plus

Due to the current health crisis, this position can be done remotely, and therefore we are accepting applications regardless of your current location.

While this is an unpaid internship, all interns will gain real-world experience in working with online event planning, nonprofit management, running a residency, communications, and more while creating a portfolio of work for future employment opportunities. Interns will get to work alongside members of both the local and national literary community through SAFTA workshops and readings, which interns are able to attend for free 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, JoAnna Brooker, at [saftastaffdirector@gmail.com](mailto:saftastaffdirector@gmail.com). Applications are due by December 1<sup>st</sup>, 2020.

For more information, visit our website at [www.sundressacademyforthearts.com](http://www.sundressacademyforthearts.com)