

## Editorial Internship Sundress Academy for the Arts

The Sundress Academy for the Arts at Firefly Farms, a non-profit organization, is seeking an editorial intern. The position's responsibilities include the preparation of documents necessary to run an independent artists' residency (proofreading, writing promotional materials, and constructing press releases and other official documents), as well as on-site participation in community-based literary events in Knoxville, like readings, salons, fundraisers, and workshops. This part-time internship would consist of approximately 10 hours of work per week and run from October, 2018 to April, 2019.

The Sundress Academy for the Arts (SAFTA) is an entirely volunteer-run organization that hosts residencies, workshops, and retreats centered on creative writing and the performing arts. All workshops are led by experienced instructors of various creative genres. 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, proofreading, working with social media (Facebook, Wordpress, etc), collating editorial data, research, and more. The intern may also be responsible for assisting with marketing including posting flyers, working with local fundraisers and events, assisting with the award-winning Sundress Reading Series, etc.

*Preferred* qualifications include:

- A keen eye for proof-reading
- Strong written communication skills
- Experience with WordPress and other online mediums
- 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 working with event planning, nonprofit management, 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 retreats, which interns are able to attend 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, Katie Culligan at [culligan@sundresspublications.com](mailto:culligan@sundresspublications.com). Applications are due by September 30, 2018.

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

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