

Poets & Writers, Inc. offers unpaid internships in its New York City and Los Angeles offices each semester. Interested students should e-mail a cover letter, indicating which internship position he/she is applying for, and a resume to [internships@pw.org](mailto:internships@pw.org) by the deadlines specified below. Poets & Writers is happy to participate in any internship program that offers students credit at the high school or college level.

Applications are accepted as follows:

- **Fall/Winter Semester:** July 15 to August 15
- **Spring Semester:** December 1 to December 20
- **Summer:** March 1 to April 1
  
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### **Editorial Internship (New York City Office)**

Poets & Writers delivers editorial content to readers through its national magazine, *Poets & Writers Magazine*, and its website, [pw.org](http://pw.org). The magazine publishes profiles of noted authors and publishing professionals, practical how-to articles, a comprehensive listing of grants and awards for writers, and special sections on subjects ranging from small presses to writers conferences. Our Web site, [pw.org](http://pw.org), features select content from the magazine, an aggregate of daily news, blogs, and advice from writers, as well as databases on MFA programs, literary magazines, small presses, conferences and residencies, literary agents, and writing contests.

The responsibilities of an Editorial intern include:

- reviewing applications and verifying credits for inclusion in the Directory of Writers database
- conducting research related to the maintenance of our other online databases
- reading submissions to the magazine and writing reader reports
- conducting research for select articles and for the Resources section of the magazine
- proofreading and fact-checking articles
- other administrative duties, including filing, organizing the office library, and updating internal documents.

Candidates should possess excellent organizational and communication skills, be web savvy, and must be able to work independently. Knowledge of Microsoft Word is essential. Familiarity with content management systems a plus, as is familiarity with contemporary poetry and fiction. Candidates should be able to commit at least four hours per day, two to three days per week, for ten to twelve weeks.

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### **Advertising Internship (New York City Office)**

The advertising department of *Poets & Writers Magazine* is responsible for generating advertising revenue for both *Poets & Writers Magazine*, the leading literary trade magazine for poets and writers of literary prose, and [pw.org](http://pw.org).

The responsibilities of an advertising intern include:

- researching literary organizations for online advertising prospects

- assisting with database maintenance
- assisting with advertising production
- contacting current advertisers and acquiring testimonials and other information.

Candidates should possess excellent organizational and communication skills, and must be able to work independently. Familiarity with contemporary poetry and fiction a plus. Candidates should be able to commit between eight and 12 hours per week.

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### **Readings/Workshops Program Internship (New York City and Los Angeles, California, Offices)**

The Readings/Workshops program provides grants to writers to present readings of their work or to facilitate writing workshops in diverse community settings, including senior centers, homeless shelters, libraries, literary arts centers, and prisons. Writers working in New York State and California, as well as in Atlanta, Chicago, Detroit, Houston, New Orleans, Tucson, Seattle, and Washington, D.C., are eligible for funding.

Interns working with this program will gain an overview of literary and community venues for readings; become familiar with a group of contemporary writers; gain insight into nonprofit administration.

The responsibilities of a Poets & Writers intern in the Readings/Workshops program include:

- tracking and filing grant applications, and sponsor and writer reports
- sending out mailings and materials to sponsors and writers
- gathering information (via the Internet and telephone) about writers or community organizations
- possibly attending readings or performances
- general office duties (photocopying, filing, mailings).

Candidates should possess excellent organizational and communication skills. Familiarity with contemporary poetry and fiction a plus. Candidates should be able to commit between eight and 15 hours a week. Days and hours are negotiable.

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### **Accounting Department Internship (New York City Office)**

The accounting department intern will be exposed to the full aspects of accounts payable and some nonprofit accounting principles.

The responsibilities of an intern in the Accounting Department include:

- code and enter accounts payable invoices and expense reports
- process accounts payable checks
- mail checks to vendors
- maintain department filing system
- photocopy financial statements for board members.

Candidates should be pursuing a degree in accounting or finance, have some knowledge of QuickBooks Pro, and be efficient and accurate. Candidates should be able to commit to at least 10 hours a week. Days and hours are negotiable.

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### **Development & Marketing Internship (New York City Office)**

To sustain its programs and services for writers, Poets & Writers relies upon foundation and government grants, corporate sponsorship, and individual donations. This is an excellent opportunity to gain exposure to non-profit fundraising and marketing for the arts and culture sector in a fast-paced, diverse, and successful development office. The intern will work closely with the Managing Director and Assistant Director of Development and Marketing.

The responsibilities of the Development & Marketing intern include assisting the development team with:

- direct mail campaigns
- fulfillment
- cultivation and stewardship events
- preparation of grant proposals and collateral materials
- prospect research
- social media marketing
- e-mail campaigns
- and administrative duties, such as filing and data entry.

Candidates should possess excellent organizational and communication skills, should be Web savvy, and familiar with fundraising and marketing fundamentals. Candidates should be able to commit to eight to ten hours per week for a minimum of eight weeks. Days and hours are negotiable.

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