

**PUBLIC HUMANITIES INITIATIVE IN DOCTORAL EDUCATION
2020-2021 INTERNSHIPS**

JOB TITLE:	Public Programs Fellow
ORGANIZATION:	National Book Foundation
LOCATION:	90 Broad St #604, New York, NY

ORGANIZATION DESCRIPTION

The mission of the National Book Foundation (NBF) is to celebrate the best literature in America, expand its audience, and ensure that books have a prominent place in American culture. NBF is the presenter of the National Book Awards and works year-round to reach readers everywhere through a robust slate of local and national programs.

POSITION DESCRIPTION

The principal focus of the Public Programs Intern position is the Foundation's NBF Presents program, which brings National Book Award—honored authors and nationally recognized moderators to libraries, colleges, book festivals, and performance venues for public readings, discussions, and presentations. NBF Presents is designed to give audiences—whether in urban, suburban, or rural communities—access to some of our country's most renowned writers and their books and to create spaces where authors and audiences can connect, be in dialogue, and share ideas. As part of a small and dynamic team, the position will also include support for additional education and public programs, the National Book Awards, and general administrative activities as needed. The Public Programs Intern will work most closely with the Public Programs Manager but will be expected to collaborate with the entire Foundation staff.

Key duties and responsibilities:

- Participate in National Book Foundation staff-wide activities, including staff meetings, select partner meetings/calls, and events, including the National Book Awards.
- Assist in creating, updating, and editing programmatic materials, including itineraries, meeting minutes, event RSVP lists, one-sheets, and other supporting documents.
- Contribute to programmatic research, tracking, and/or reporting (e.g., researching event venues, surveying travel options, organizing supply orders, and compiling post-program data).
- Support organization and tracking of program supplies and materials.
- Assist with National Book Award entries and event preparation.
- Additional administrative responsibilities as assigned.

QUALIFICATIONS

We are looking for a responsible self-starter who is hard-working, flexible, detail-oriented, organized, and able to handle multiple projects and tasks simultaneously. Excellent oral and written communication skills required. Prior experience in an arts & cultural and/or nonprofit setting is a plus. A contagious love for reading is a must.

The National Book Foundation is committed to inclusivity and does not discriminate on the basis of race, religion, ethnicity, age, gender identity, sexual orientation, socioeconomic status, nationality, marital status, parental status, military service, or disability.

SPECIFIC APPLICATION QUESTION

How can your academic interests and prior work experience support the Foundation's mission-driven work?

APPLICATION

- All applications must be submitted through NYU's Public Humanities Initiative online application
- Application deadline: May 1, 2020, 11:59pm