

Organization: Chautauqua Writers' Center

Location: Online

Timeframe: Two summer internships are available, each of them month-long:

- 1) June 26-July 23, 2021 (weeks 1-4 of the Institute), with an opportunity to assist the Chautauqua Writers' Festival June 23-26 (in planning stages, TBC)
- 2) July 24-August 21, 2021 (weeks 5-8 of the Institute).

Application Deadline: March 5, 2021.

The Organization: Founded in 1874, the Chautauqua Institution is a not-for-profit educational center, hosting (online, due to ongoing COVID-19 public health concerns) literary readings, concerts, opera, theatre, etc. events. Some 8,000 students enroll annually in the Chautauqua Summer Schools which offer workshops in art, music, dance, theatre, creative writing, and a wide variety of special interests.

A cornerstone of the Institution, the Chautauqua Writers' Center (<http://chq.org/season/literary-arts>) holds weekly workshops in poetry and prose, where writers at many stages of development cultivate the craft and vision necessary to grow as artists under the tutelage of highly accomplished authors. The Writers' Center is a key component of Chautauqua Literary Arts, which convenes readers and writers of all ages in community, conversation, intensive craft development, and exploratory learning opportunities. The various affiliated programs include weekly lectures by distinguished authors as part of a 140-year tradition of community reading in the Chautauqua Literary and Scientific Circle (CLSC), a Young Readers program, a Young Writers Institute, book discussions programmed by the CLSC and the Alumni Association of the CLSC, craft lectures, weekly literary readings by authors, and workshops by writers-in-residence. The June Writers' Festival—currently in the planning stage—and *Chautauqua* literary journal have become annual highlights.

Funding: The 2021 internship fellowship covers tuition for four Chautauqua Writers' Center workshops and professional mentoring and supervision. The internships are funded by three members of the class of 1958 in memory of their professors Robert Dana and Winifred Van Etten.

INTERNSHIP JOB DESCRIPTION

Contract Time Frame: Each internship is four weeks long. The June-July intern will offer support for the Writers' Festival (June 23-26) prior to the opening of the Institute, pending confirmation of the event. Otherwise the positions have very similar responsibilities.

Purpose and Goals: The purpose of the internship is to assist the educational programming and community activities related to all aspects of Chautauqua Literary Arts. The interns will participate in and contribute to a vibrant artistic community, learn skills in arts administration, publicity, marketing, and creative writing pedagogy, study and network with some of the most exciting writers on the American literary scene.

Position Expectations:

- The interns will be mentored by Sony Ton-Aime, Director of Literary Arts at the Chautauqua Institute, or a graduate fellow—a student from a graduate program in Creative Writing. They will report to Mr. Ton-Aime.

- The interns will participate in four weekly Writers' Center workshops, to be led by some of the most exciting contemporary American authors; they will provide some technical/administrative support for the workshops.
- The interns will coordinate and contribute to the public events organized by Chautauqua Literary Arts, including
 - the management of the Poetry Makerspace, where they will be able to interact with the community, get to know this wonderful exhibit, take part in poetry readings, and work with other interns from the Wick Poetry Center and the graduate fellow.
 - program support to an online community group that holds its own readings, book fair, and awards throughout the season;
 - social-media promotion for the *Chautauqua* annual literary journal (<http://chq.org/season/literary-arts/literary-journal>) and Chautauqua Literary Arts events ;
 - pedagogical and/or technical support to the weekly reading program for young Chautauquans (<http://chq.org/season/literary-arts/young-readers-program>);
 - technical support for the Young Writers Institute;
 - curatorial support for craft talks and book discussions on the virtual front porch of the Literary Arts Center;
 - podcast development.
- Perform any other reasonable duties as assigned by the mentor/supervisor that should be necessary to meet the needs of Chautauqua Literary Arts.
- Represent Chautauqua Literary Arts with a welcoming attitude towards students, visitors, and other community members you encounter throughout the internship.

Application Process:

- Secure a faculty sponsor. *The internship must be taken for 1 college credit (ENG 380), entailing a cost of \$400*; successful applicants and their faculty sponsors will develop a syllabus; interns will be responsible for turning in assignments to their faculty sponsor as scheduled on the syllabus; the faculty sponsor will be responsible for the course evaluation.
- Polish your resume, make sure to mark with an asterisk any experience that has prepared you to contribute to the public events organized by Chautauqua Literary Arts, and have the resume approved by the Berry Career Institute (BCI);
- Prepare a 700-900 word personal statement demonstrating the match between your qualifications and the work of the Chautauqua Writers' Center. The statement should also address your capacity to be responsive to the needs of a dynamic online work environment and to accept and incorporate criticism of your creative work. Finally, the statement should explain how the internship experience at Chautauqua relates to your career goals.
- Contact a faculty member or work supervisor able to attest to your ability to cope with the pressures of a dynamic work environment, and to accept and incorporate criticism of your creative work. This can be the faculty sponsor, if they have this knowledge, and/or another reference. The reference person(s) may be contacted by the application review committee.
- Fill out the BCI Internship application at [Chautauqua Application | Cornell College](#), paying special attention to the following matters:
 - list the precise term of the internship that you are applying for;
 - In the resume file, please also include a creative writing sample of 5-8 pages. Start the creative writing section of the document on a new page, and label it clearly.

Questions: Please email Katy Stavreva, Professor of English, Coordinator of Chautauqua Internship Program (kstavreva@cornellcollege.edu) or Danielle Grimm, Associate Director for Operations and Career Coaching, Berry Career Institute (dgrimm@cornellcollege.edu).