



## Internship Opportunity: City of Asylum

### About City of Asylum:

City of Asylum creates a thriving community for writers, readers, and neighbors. We provide sanctuary to writers exiled under threat of death, imprisonment, or persecution in their native countries. Our program enables these writers to transition to a stable and independent life in exile, so that they can continue to write and their voices are not silenced. We also offer a broad range of literary-based programs in a variety of community settings to encourage cross-cultural exchange. For more information, visit [cityofasylum.org](http://cityofasylum.org) or [alphabetcity.org](http://alphabetcity.org).

### Internship Description:

In September 2016, City of Asylum is opening our Alphabet City Cultural Center. City of Asylum @ Alphabet City is a permanent home for City of Asylum programming and the arts. In addition, City of Asylum @ Alphabet City will include our offices, a specialty bookstore featuring works in translation, and Casellula Wine & Cheese Cafe of New York, a highly-rated destination quality restaurant that is also priced to be affordable. Our programming includes readings from local and international writers, jazz concerts, workshops, and much, much more. City of Asylum is seeking three interns to assist the current program coordinators. Each candidate will assist in organizing the weekly events, including marketing, volunteer facilitation, and location set-up and preparation. The internship is unpaid, but will be eligible for college course credit.

### Skills Required:

- Excellent verbal and written and communication skills
- Exceptional organizational and time management skills
- Ability to handle deadlines and stressful situations
- Comfortable lifting anywhere from 5 to 20 lbs.
- Ability to facilitate relationships with volunteers in the community
- Knowledge of WordPress, Mailchimp, Patron Manager a plus
- Background in performing arts and event planning a plus

### Requirements:

- Current junior, senior or recent college graduate
- Able to devote 15-20 hours per week (evening hours required; most events take place from 6-8 or 8-10 and occasionally on weekends)
- Availability from September through December.

**To learn more:** Call our offices at 412-323-0278 or email a resume and cover letter to Rachel Webber at [webber@cityofasylumpittsburgh.org](mailto:webber@cityofasylumpittsburgh.org).