

**Galen Williams Fellowship Program  
Readings/Workshops Fellow**

In honor of its founder, Galen Williams, and in order to nurture the next generation of leaders for the literary field, Poets & Writers has created the Galen Williams Fellowship Program.

Each year, one of our Fellows will work with P&W's **Readings/Workshops** (R/W) program. This paid Fellowship will provide experience in all aspects of program administration as well as the opportunity to interact with scores of writers and community based organizations that present literary programming for diverse populations around the country.

In fiscal year 2012-13, the Readings/Workshops Fellow will be based in P&W's branch office in Los Angeles. Staff in this office administer the Readings/Workshops (West) program, which provides matching fees to writers giving public readings and writing workshops in California, Houston, Seattle, and Tucson, as well as the California Writers Exchange contest.

This position is best suited to a graduate student or an individual who has recently completed a graduate degree; however, other qualified and motivated candidates will also be considered. The Fellow will work twenty hours per week for approximately ten months, providing valuable support as well as fresh insight and creativity to our team. In turn, senior staff at Poets & Writers will provide a comprehensive apprenticeship in literary programming in a non-profit setting. In addition to gaining extensive work experience, the Fellow will:

- Meet weekly with supervisor; in addition to reviewing tasks to be accomplished, the Fellow will be encouraged to reflect upon what he/she is learning and to ask questions about the field and related career opportunities.
- Participate in a series of one-on-one meetings, arranged by P&W, with leaders in the field, to be selected based upon the Fellow's interests. These may include, for example, colleagues at partner organizations or P&W Board members, among others.
- Accompany a staff member on site visits to literary organizations both in and beyond Los Angeles.

**Responsibilities include:**

- Using a Microsoft Access and/or an online database to enter grant information and **create** confirmation letters and reports.
- Mailing checks and evaluation forms to organizations sponsoring events;
- Researching and conducting outreach to potential sponsors of literary programs in targeted areas of California, Houston, Seattle, and Tucson;
- Assisting with the evaluation of applications for support;
- Compiling data from evaluation forms for reports to funders;
- Executing general office duties as necessary.

**Qualifications:**

- Strong interest in the non-profit literary arts and arts management;
- Familiarity with Microsoft Office programs including Access, Word, and Excel;

- High-level communication skills;
- Internet proficiency;
- Organized, detail-oriented, and reliable.

**The Fellowship is a half-time position for forty weeks.** The start date, between mid-July and early September, to be determined based upon Fellow's availability. **The salary is \$12,400 for the term of the Fellowship (\$15.50/hour).** A modest travel allowance for costs associated with attending site visits and meetings is also provided. P&W will be pleased to cooperate with the Fellow's school to provide credit, if so requested.

To apply, please forward a cover letter, résumé and letter of recommendation to Cheryl Klein, Director, California Office and Readings/Workshops (West). Please send materials to [cklein@pw.org](mailto:cklein@pw.org). **The deadline for applying is June 15, 2012.**

### **About Poets & Writers**

Poets & Writers (P&W), respected and trusted as the primary source of information, support and guidance for poets, fiction writers, and creative nonfiction writers, is the nation's largest nonprofit organization serving creative writers.

Founded in 1970, the organization's mission is to foster the professional development of poets and writers, to promote communication throughout the literary community, and to help create an environment in which literature can be appreciated by the widest possible public.

P&W accomplishes this through *Poets & Writers Magazine*, an award-winning bimonthly journal; pw.org, a website that provides trustworthy advice, information, and a lively online community for writers; the Readings/Workshops Program, which pays writers fees for giving readings and leading workshops throughout New York and California, as well as in eight cities outside those states; and awards for writers including the \$50,000 Jackson Poetry Prize, the Maureen Egen Writers Exchange Award, and the Amy Award. Learn more at pw.org.

*Poets & Writers is an equal opportunity employer and encourages diversity in its hiring.*