

Beyond Baroque

Literary/ArtsCenter

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POETRY COALITION FELLOWSHIP

APPLICATIONS ACCEPTED UNTIL JULY 1, 2025

Beyond Baroque Literary Arts Center, a founding member of the Poetry Coalition, is accepting applications for a paid Poetry Coalition Fellowship position. This position is 20 hours per week from September 2, 2025 to June 30, 2026. The total stipend is \$20,000 plus \$1,100 toward health care.

The Poetry Coalition is a national alliance of nearly thirty organizations dedicated to working together to promote the value poets bring to our culture and the important contribution poetry makes in the lives of people of all ages and backgrounds.

ABOUT BEYOND BAROQUE:

Founded in 1968, and housed in the original Venice City Hall building in Venice, California, Beyond Baroque Literary Arts Center is a nonprofit public space dedicated to cultivating new writing and expanding the public's knowledge of poetry, literature, and art through cultural events and community interaction. The Center offers a diverse variety of literary and arts programming, including readings, workshops, art exhibits, and multimedia performances. The Center houses a bookstore with the largest collection of new poetry books on the westside of Los Angeles; the Mike Kelley Gallery, which specializes in language-focused visual art; a black box theater; and workshop space. Over the years the Center's programs have nurtured a series of seminal poets, writers, and artists, and have helped to create, grow, and sustain Los Angeles' grassroots poetry community.

Mission: Beyond Baroque is dedicated to the artistic possibilities of language through cultivating new writing, presenting contemporary literature and art, and building a diverse literary community.

POSITION OVERVIEW:

The Poetry Coalition Fellow in Communications & Development supports Beyond Baroque's marketing and fundraising efforts. We seek a candidate who can think creatively, strategically, and collaboratively about how to amplify Beyond Baroque's public presence and support its financial sustainability. This includes assisting with marketing campaigns, social media, newsletter production, donor communications, and fundraising efforts such as donor outreach, grant writing and research, campaign support, and event coordination. An ideal candidate will have exceptional writing and editing skills, have experience in nonprofit communications or development, and a strong interest in contemporary poetry and literature, particularly in Los Angeles and across the U.S. A familiarity with the literary nonprofit sector, and an understanding of how poetry intersects with broader artistic, social, and cultural movements, is a plus. The Poetry Coalition Fellow in Communications & Development reports to the Executive Director.

FELLOWSHIP LOCALE:

Fellows must be based in the Los Angeles area and be able to work regularly onsite at our location in Venice, with some virtual work allowed on a weekly basis. Attending some weekend and evening events may be required.

FELLOW RESPONSIBILITIES:

- Committing to 20 hours per week for the entire ten-month fellowship
- Adhering to rules and policies of Beyond Baroque as appropriate
- Assisting with any of the following:
 - Community outreach
 - Marketing and promotion, including materials development
 - Grant writing and/or fundraising
 - Content production for websites or social media
 - Programming and curating live events, such as poetry readings and workshops, and/or retreats
 - Coordinating & producing fundraising events
 - General administration

- Attending and participating in meetings, including ad-hoc meetings with other Poetry Coalition fellows and with leaders to foster community, professional development, and create a peer learning group
- Participating in the Poetry Coalition's professional development sessions
- Completing evaluations at the end of the fellowship year

FELLOW QUALIFICATIONS:

- Passion for poetry and familiarity with and/or knowledge of contemporary poets
- Cultural sensitivity and the ability to work with diverse community members
- Exceptional organizational skills and attention to detail
- Ability to juggle multiple projects and meet deadlines
- Familiarity with Google Workspace
- Strong graphic design skills
- Ability to help produce and coordinate fundraising events
- Exceptional editing and copywriting skills
- Interest in literary arts programming, administration, and management
- Ability to work regular weekend afternoons/evenings when Beyond Baroque has events
- Demonstrated experience in the areas listed above

Note: We welcome all applicants, including those who are enrolled in or have recently graduated from MFA programs in creative writing.

HOW TO APPLY:

Applications will be accepted May 6, 2025 through July 1, 2025. Please apply by filling out the application on Formstack linked [here](#), and upload a cover letter and resume.