

## Community Projects in Literature Internship Leads

(updated January 2010)

The purpose of the course CW 675/875 Community Projects in Literature is to give students experience in the fields of publication, teaching, and arts administration. The advantage is that you will take part in organizations that help create Bay Area culture, get the feel of working in such an organization, and give yourself some good experience to include on your resume. You can use this list of organizations as a guide to finding an internship, or you can find one on your own. Your instructor can also help.

The organizations listed in this pamphlet will ask you for a brief resume; try to give them some idea of the kinds of experience you already have. For example, did you work on a campus journal, can you operate a computer, file, write clearly? Call or E-mail the contact person. For three (3) units of credit, you will make at least a commitment of six hours a week for the length of the semester. If you make that commitment, you will be expected to keep it. Most of these organizations have had both good and bad experiences with interns, and have asked us not to send them unreliable people.

### CREDIT FOR YOUR INTERNSHIP CAN BE ARRANGED THROUGH THE FOLLOWING CLASSES:

**CW 875 *Community Projects in Literature*** In this three unit course, graduate students (with the help of the instructor) find work positions in community literary organizations, such as those listed on the following pages. Internships also are available on campus in the Poetry Center and in the Creative Writing Office. Students may create their own projects as well; for example, teaching writing workshops in community or school settings, or creating a reading series. Each internship will be individually shaped, and the student will work a minimum of six hours per week for three units credit. The instructor will approve the project and confer with the internship supervisor.

**CW 675 *Community Projects in Literature*** A course in which undergraduate students are placed in work positions in community literary organizations. This course is paired with CW 875, the internship course for graduate students. Students will be required to commit to 6 hours a week of service in an internship.

**(CW 699 *Independent Study* and CW 899 *Special Study*):** Undergraduate and graduate students can also do internships for CW 699 (undergraduate students) or CW 899 (graduate students) credit. Students must work under the auspices of a teacher in the department; this teacher will contact the intern site, and at the end of the semester will ask the supervisor to evaluate the student.)

### INTERNSHIPS (*leads and possibilities*)

Please note that some of these organizations might not be accepting interns this semester, or may have changed their contact information, or may no longer exist. Please let us know via email, [cwwriting@sfsu.edu](mailto:cwwriting@sfsu.edu), if any of these are dead ends; we're grateful for your help keeping the list current!

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#### **A+Bend Press**

**Contact:** Jill Stengel, 415-641-4199

This is a small press in San Francisco which publishes Chapbooks and sets up readings.

#### **Adult Learning & Tutorial Center**

City College of SF

31 Gough St.#209

San Francisco, 94103

**Contact:** Shawn L. Crater, 415-241-2300

#### **Agola Television**

PO Box 401193  
San Francisco, 94140

**Contact:** Jean-Paul Petraud, Director  
415-826-0310

Working with high school students to produce television documentaries on current social issues of concern to teenagers.

**Apogee Press**

P.O. Box 8177  
Berkeley, CA 94707-8177

[www.apogeeexpress.com](http://www.apogeeexpress.com)

**Contact:** Alice Jones, Editor  
[editors @apogeeexpress.com](mailto:editors@apogeeexpress.com)  
510-845-8800

Intern duties: first-reader for some unsolicited manuscripts; mailings, including sending out review copies of forthcoming publications; preparing manuscripts for printing; copyright and isbn applications. Weekly work schedule that's ideal for you and the press: variable, possibly Friday morning, or late Wed. afternoon. Most of the tasks could be done on one's own time,

**ASSERT (Asian Society for Education, Research, and Technology)**

**Contact:** J. Wong, Project Administrator  
[csusfo@usa.net](mailto:csusfo@usa.net)

ASSERT, located in San Francisco, needs the following interns: Web Forum Editor, Web Network Editor, Intl. News Editor, Agency Correspondent, Technical Writer. Email resume and writing sample.

**Aunt Lute Books**

**Contact:** Gina Gemello  
Box 4106878  
San Francisco CA 94141  
Phone: 826-1300

This multi-cultural press in San Francisco is looking for part-time unpaid interns to assist in all phases of book production. Interns would be assisting staff with order fulfillment, marketing, web-research, grants and production. Commitment of 6 months required, with a minimum of 10 hours per week.

**Avalon Publishing Group**

[www.avalonpub.com/interships/index.html](http://www.avalonpub.com/interships/index.html)

1400 65th Street, Ste. 250  
Emeryville CA 94608

**Contact:** [internships@avalonpub.com](mailto:internships@avalonpub.com)

Avalon Publishing Group, established in 1994, is one of the leading independent publishers in the United States. Avalon imprints include Avalon Travel Publishing, Carroll & Graf Publishers, Marlowe & Company, Nation Books, Seal Press, Shoemaker & Hoard and Thunder's Mouth Press. Each imprint has a distinct editorial and marketing focus. Please visit the website listed above for information on current available internships. To apply, please email your cover letter and resume in Microsoft Word attachments to the contact email above; in the subject line please specify the name of imprint. No phone calls, please. Internships are unpaid; please do not apply if you cannot receive course credit from your school for this internship.

**Baghdad by the Bay**

**Contact:** Stu Smith, [stu@baghdadbythebay.com](mailto:stu@baghdadbythebay.com)

[www.bagdadbythebay.com](http://www.bagdadbythebay.com), seeks interns to assist with editorial, publishing, and to create content and help guide the website. Currently a featured blog on [sfgate.com](http://sfgate.com). SF Gate is one of the top five newspaper-owned websites; it has more than 70,000,000 million page views per month. Interns can write, develop ideas and communication models or do just about anything legal to further their own education and development in Creative Writing.

### **Bang Out Reading Series**

**<http://bangoutsf.com/>**

**Contact:** [bangoutsf@gmail.com](mailto:bangoutsf@gmail.com)

### **Barnabe Mountain Review**

PO Box 529

Lagunitas, CA 94938

**Contact:** Gerald Fleming, Editor

This busy editor needs help getting his magazine to press. Responsibilities include the many facets of magazine work.

### **Bay Area Playwright's Festival**

**Contact:** Amy Mueller 626-0453

### **Bay Area SCORES**

<http://www.americascores.org>, 415-486-1310

San Francisco non-profit that provides an after school program for 8-11 yr olds in Bayview/Hunters Point, Excelsior districts, and VisitacionValley; children go for two hours every day after school alternating between writing and soccer classes. Our curriculum emphasis in the spring uses creative writing for the community where children pick an issue in their community and use writing to address this issue. Are looking for writing mentors to help out in the writing class two days a week for 2 hours.

### **The Beat Within**

[www.thebeatwithin.org](http://www.thebeatwithin.org)

Contact: David Inocencio, Director

[dinocencio@newamericamedia.org](mailto:dinocencio@newamericamedia.org), 415-503-4170

Writing and conversation program in juvenile halls, is looking for a Workshop Facilitator for weekly workshops on Tuesday Evenings in the Alameda County juvenile hall (in San Leandro). During the training period, this will be a volunteer post. It will turn this into a paid position/stipend at the rate of \$25/hr for facilitating workshops and \$25/hr for editing their units' work. 2 hours per week workshop commitment. Tuesdays from 7 p.m. - 9 p.m. Eventual editing hours will vary depending on unit size and quantity of writing generated by the young people. All successful applicants will go through a background check and a "livescan" fingerprinting process.

### **Berkeley City College**

**Contact:** Jenny Lowood, [jlowood@sbcglobal.net](mailto:jlowood@sbcglobal.net)

They need tutors.

### **Beyond Chron**

**Contact:** [Casey@Thclinic.org](mailto:Casey@Thclinic.org)

**<http://www.beyondchron.org/>**

San Francisco-based news and entertainment website is seeking two unpaid interns. Interns will be expected to write articles, conduct interviews and compile listing. Interest in local politics and background in **Beyond Chron** *cont.d* journalism preferable. Internship will require a commitment of 10-20 Hours per week.

Please email resume, cover letter, and three clips.

**Bindlestiff Studio**

**www.bindlestiffstudio.org**

505 Natoma

San Francisco, CA 94103

**Contact: Alex Torres**, alex@bindlestiffstudio.org, 415-255-0440

Bindlestiff is a community-based performing arts venue dedicated to showcasing emerging Filipino American and Pilipino artists.

**BRAVA Theater Center**

**Contact:** Dawn Robinson, Box Office Manager

Brava! for Women in the Arts

2781 24<sup>th</sup> Street

San Francisco, CA 94110

415.641.7657x107, 415.641.7684 fax

Non-paid Production Assistant, Internship (15 to 20 hours per week) Production: Attend production meetings, Assist with travel and hotel arrangements for artists; backstage coordination during performances (artist liaison, hospitality, and communication between artists and technical crew); Assist technical production crew when necessary on errands, and set-up; Assist in event logistics during receptions, and special events. Office: Coordinate poster/brochures/postcard distribution for all shows; General office assistance; Requirements: Must have driver's license and car. Bilingual-Spanish/English helpful, but not required.

**BRAVA Theater Academy**

**Contact:** Tanya Vlach, Education Coordinator

415.641.7657 ext. 108

education@brava.org

BRAVA Theater Academy is focused on educating at-risk, low income, multi-cultural youth (elementary school age and high school age), with a variety of workshops and hands-on production groups. Intern Projects: Archival Work (documenting the Education Program with Digital Camera and uploading onto our website); updating Theater Mailing List; Help Maintain BRAVA Theater Academy Workshop Schedule; Prepare Studio for Classes; Assist in Press Releases; Marketing; Community Outreach for Program; General Organizational Support for the BRAVA Theater Academy; Assisting BRAVA Theater Academy instructors when needed. Students can also participate in BTA workshops (Performance Workshop, Poetry Workshop, or S.F. Running Crew) as part of their internship.

**Andrea Brown Literary Agency, Inc.**

**Contact:** Laura Rennert, laura@andreabrownlit.com

www.andreabrownlit.com

2225 E. Bayshore Road, Suite 200

Palo Alto, CA 94303

Tel: 650-320-7684

Established Bay Area literary agency seeks a part-time reader to vet manuscripts submitted by authors. Candidate must be widely read, and a fast but discriminating reader to read through manuscripts on a variety of genres including thrillers, mysteries, literary fiction, narrative nonfiction, and possibly young adult fiction. We're looking for someone who wants to enhance their resume and/or learn more about book publishing since this is a nonpaying position. Internships will be considered. Qualifications: strong computer skills, a minimum six- to 12-month commitment. Ideally we seek someone in Palo Alto or Menlo Park, although if **Andrea Brown Literary Agency, Inc. cont.d** you're willing to make the drive to our Palo Alto office once a

week that's fine too. **To apply:** email a description of your qualifications and interest to Laura Rennart, Senior Agent.

### **Chronicle Books**

85 Second Street

San Francisco, CA 94105

Michaela Heekin, michaela\_heelin@chroniclebooks.com, 415 537-4389

Description: Draft copy for title memos, catalog copy, tipsheets; read and comment on incoming manuscripts; input corrections to manuscripts; proofread galleys and proofs; log in artwork ready for design stage; internet and field research on upcoming projects; read and evaluate incoming submissions, maintain submission log, send out rejection letters; reprint notices, send publicity reviews out to authors; sending and receiving of packages, photocopying, filing.

### **Counterpoint**

Berkeley CA

**Contact:** internships@counterpointpress.com

Editorial and publicity internships available at publishing house in Berkeley. Soft Skull Press, an an imprint of Counterpoint , publishes a wide range of books focusing on current affairs/politics, fiction, poetry, anthologies, and graphic novels. Editorial: drafting copy for catalogs and book covers; proofreading page proofs, jackets, and bluelines; applying for cataloging-in-publication data through the Library of Congress; generating and updating production schedules; coordinating author mailings; providing reader reports on submissions. Publicity: drafting and preparing publicity materials; organizing author tours, including travel plans and bookstore outreach; pitching local media in tour cities; researching and compiling media lists for mailings; handling review copy mailings and media requests for interviews; organizing clippings / print coverage. Interns work 16–24 hours/week, preferably scheduled over two to three days. **To apply**, email cover letter and resume (formatted as a Microsoft Word attachment) to internships@counterpointpress.com, with “Editorial Internship” or “Publicity Internship” in the subject line of the email. DO NOT call concerning the internship.

### **City Sports**

2201 Third St.

San Francisco, 94107

415-626-1600

**Contact:** Gailen Jacobs, Associate Editor

Interns prepare articles, proof text and participate in producing this local sports magazine.

### **Citywide Tutorial Program**

**Contact:** Ruth Taylor Phone: (415) 695-5359 / Fax: (415) 920-5144

Work at 15 after-school tutoring sites located at churches, community centers, and public housing sites throughout San Francisco. Work with inner-city school children (grades 2-8) on literacy, math, and computer skills.

### **Conard House**

[www.conard.org](http://www.conard.org)

Conard House, Inc.

1385 Mission Street, Suite 200

San Francisco, CA 94103-2631

Conard House, Inc., an SF-based housing non-profit, is looking for a talented writing instructor/editor who can work with our clients - who are mostly formerly homeless and struggle with issues of substance abuse and mental illness - to produce a volume for publication of essays about their experiences. Our population is **Conard House cont.d** quite diverse in terms of background, race, gender, sexual orientation, age, etc. This

project is still in its early stages of development. As they are in the early stages of development, they are not sure if they funding for paid internships or not. **To apply:** Email your resume to: davidm@conard.org

**Create your own workshop:** teach playwriting to senior citizens, poetry to new mothers, short story writing to Boy Scouts . . . find a need in your community, and design a workshop!

**Create your own reading series:** for space, contact venues such as Place Pigalle, San Francisco Coffee Company, Z Space, Mills College, UCSF, Hamlin School, Fillmore Grind, Ground Zero, City Lights, Velo Rouge or your own neighborhood bookstore or coffee house.

### **Creative Writing Department**

**Contact:** Maxine Chernoff, Chair, Creative Writing Department  
HUM 380, 338-1891

The Creative Writing Department sometimes has internship possibilities, such as:

1) Velvet Revolution Reading Series Coordinator- CW Faculty and students love to read to the rest of us several times during each semester. We need someone to plan and coordinate all the details of a Creative Writing Student/Faculty Reading Series, from finding readers to reserving a room (or finding an off-campus venue) and arranging refreshments. 2) Outreach Intern. This position would involve going to Bay Area High Schools, Junior Colleges, and/or youth organizations to recruit students (particularly under represented students) interested in writing to apply for the undergraduate Creative Writing program at SFSU. Someone who has connections with local schools and/or experience in working with high school and junior college students would be ideal. 3) Wordsmith Guild officers – the graduate student organization always needs people to organize get-togethers, readings, etc.

### **Davidson Institute for Talent Development**

**Contact:** Jill S. Rasmussen, Family Consultant  
jrasrussen@ditd.org or 775-852-3483 ext. 418

Their mission is to recognize, nurture, and support profoundly gifted young people, providing opportunities for them to develop their talents in positive ways to create value for themselves and others. They are seeking potential tutor/mentor for an exceptionally gifted young person.

### **Steve Emrick, Artist Facilitator**

PO Box 400  
Tracy CA  
209-466-8050, x4270

This man works at a prison in Tracy, CA, bringing in visiting artists.

**English 656 Reading Theory and Methods: Training At-Risk Students to Achieve Literacy** Enroll in English 656, a weekly 3 unit seminar (Mondays 4-7pm); tutor elementary school children in reading and writing at **Lakeshore Alternative Elementary School (10-minute walk from SFSU)**. Interns will tutor a minimum of 5 hours per week, a maximum of 20. Applications in the Composition Office, HUM 209.

**Contact:** Jasmine Kitses, jasmine\_kitses@yahoo.com, 415.338.7033

### **Family Crossroads Homeless Shelter, Daly City**

**Contact:** Darleen 650-994-8169 T & Th or 650-364-8264 M & W  
Work with children K-12, reading and writing poetry.

### **Fine Arts Museums of San Francisco**

**The De Young Museum and the Palace of the Legion of Honor Museum**

www.thinker.org

**Fine Arts Museums of San Francisco cont.d** Internships (information): 415-750-3522; Fax: 415-750-3523

**Contact:** Wei Fang, Resource Center for Education  
 MH de Young Memorial Museum  
 75 Tea Garden Drive  
 Golden Gate Park  
 San Francisco CA 94118

Many volunteer opportunities are offered, including research and work with objects in the Study Collection, working in the Resource Center for Education, and assisting with documentation and grant proposals. Send a cover letter, a resume, and three references to address listed above.

***Five Fingers Review***

Oakland, CA  
 www.fivefingersreview.org

**Contact:** Jaime Robles, Editor, jrobles@aaahawk.com

*Five Fingers Review*, an annual review, is looking for interns. Varied duties, adaptable to the skills of the interns, and cover all aspects of publishing a high quality literary magazine with an international audience. Intern should have strong verbal and typing skills, an interest in literary writing, and some understanding of computers. Duties: 1. Maintenance of the email and snail mail lists. 2. General production editing: keyboarding manuscript for typesetting, inputting proofreader's and author's corrections. 3. General marketing: writing and designing ads and flyers for mailings, researching distributors and outlets with the idea of increasing the magazine's distribution and public presence, helping with mailings. 4. Organization of local readings. 5. General editorial: reading through unsolicited manuscripts and selecting possible contributions. **To apply:** email Jaime Robles.

***Fourteen Hills/SFSU Review***

**Contact:** Christopher Hayter  
 415-338-3083, HUM 373, hills@sfsu.edu

This graduate-run, international magazine and needs your expertise in the following areas: fundraising, distribution, art direction, event coordination, and gruntwork. If you're interested in helping to build a strong foundation for your department's magazine, please call.

**Golden Gate Park Senior Center**

6101 Fulton St. (at 34th Avenue)  
 San Francisco CA  
 415-666-7015

Seeking a Writing/Poetry workshop for senior citizens.

***Haight Ashbury Literary Journal***, San Francisco's oldest and coolest literary magazine, is seeking an intern. The *Journal* publishes mostly poetry, but we also publish short stories. The intern would read poetry submissions and provide input on the selection of poems to be published; attend monthly editorial meetings; assist with clerical duties; update our Web site. This position can become a paid one if the intern wishes to engage in sales. **To apply:** Cesar Love at cesar714@jps.net .

**Hamilton Family Center**

1631 Hayes Street  
 San Francisco, CA 94117  
 415-409-2100 x116

**Contact:** Megan Owens, Executive Assistant, mowens@hamiltonfamilycenter.org

A nonprofit organization in San Francisco working with homeless and at-risk families, is seeking a volunteer **graduate student** or professional in the fields of creative writing or education to lead a writing workshop for parents in one or more of their residential programs in San Francisco. The facilitator will have a lot of

**Hamilton Family Center** *cont.d* freedom in developing the workshop format and content. Please contact Megan Owens if you are interested, (and are a **graduate student**).

### **HarperOne Publishers**

**Contact:** Sheeda Jamsheed, Sheeda.Jamsheed@HarperCollins.com

Publisher of books across the full spectrum of religion and spiritual literature seeking

**Publicity Intern** for one semester, minimum 20 hours per week, unpaid. Publicity intern will assist 5 person publicity team with all aspects of the business, including but not limited to: creating, maintaining, and updating press lists using online databases; preparing galley and final book mailings; processing review copy requests; follow-up calls to book reviewers and reporters participation in weekly department team meetings; assisting publicists in their varied and diverse tasks (including distributing mail, faxes, returning phone calls, checking departmental voicemails, filing, etc.) **Qualifications:** College juniors or seniors. Students interested in publishing, public relations, English, marketing or communications strongly encouraged to apply.

Applications accepted on a rolling basis, however the earlier the better! **To apply:** Please **email** cover letter, resume, and availability to Sheeda Jamsheed, sheeda.jamsheed@harpercollins.com

### **HarperOne Publishers**

**Contact:** Jennifer Jensen, jennifer.jensen@harpercollins.com

415-477-4468

353 Sacramento Street, Suite 500

San Francisco CA

Publisher of books across the full spectrum of religion and spiritual literature seeking **Sales and Marketing intern**, a motivated university student who would like to learn the ins and outs of marketing in the publishing industry. By taking part in regular office administration duties, research projects, and important marketing meetings, the intern will learn all this and more. 1-3 days per week; flexible schedule for 1 semester/term. One position available, unpaid.

### **Intersection for the Arts**

www.theintersection.org

**Contact:** Mona Baroudi, mona@theintersection.org

415-626-2787; 446 Valencia St.

San Francisco, 94103

Intersection houses many programs-- a reading series, plays, musical events. Responsibilities may include researching authors for current and future events, coordinating the production of Intersection's literary series, creating program materials and archives, administering the Literary Awards program, and assisting with program and audience development. They require 10-12 hours per week.

### **Jossey-Bass Publishers**

Editorial Production Department

**Contact:** Rachel Anderson, 433-1740

A wide variety of tasks in the Production Department of a publishing house, which will enable you to learn the rudiments of book publishing.

### **Kearny Street Workshop**

1436 Howard Street

SF, CA 94103

415-503-0520, info@kearnystreet.org

www.kearnystreet.org

KSW's mission is to "produce and present art that enriches and empowers Asian Pacific American (APA) communities." They offer gallery showings, poetry readings, and workshops in creative writing, and drawing and painting.

**Kelsey St. Press**

2824 Kelsey St.  
Berkeley, 94705  
510-845-2260

**Contact:** Patricia Dienstfrey

**Female** interns wanted to assist at a small independent woman's press.

**KRON4.com**

**Contact:** jobs@kron.com 415-561-8139

KRON4.com seeking intern whose duties will include: write news/sports stories; research stories on-line for expanded web coverage; encode and edit digital video and other media; design and post web graphics; blogging; sales support; promotions support. Qualifications: strong writing skills (grammar, spelling, etc.); interest/knowledge of news and sports; basic computer skills (html and flash experience helpful but not required); college student getting course credit; access to a PC and broadband connection; available to work 15-to-20 hours a week either out of our San Francisco newsroom or remotely. Hours are flexible but may include mornings and some weekends. Eligibility: A prospective KRON4.com intern must be a junior, senior, or graduate student currently enrolled in an accredited college and/or university with a cumulative grade point average higher than 2.5 (C+). Students are required to provide "proof of credit" for the internship from their college or university. **To Apply:** email a resume with a cover letter. The cover letter should also indicate dates and times of availability.

**The Lab**

2948 16th Street  
San Francisco, CA

**Contact:** Laura Brun or Keesje Fisher

415-864-8855

The Lab is an interdisciplinary arts space, with a well-known performance series, art exhibitions, a reading series and much else. You might work on its marketing plan, its publicity or helping at performances.

**Litquake**

**contact:** Elise Proulx, eproulx100@earthlink.net

Duties will vary for this large San Francisco literary festival: Working with authors at the events; Helping staff events; Collaborating on the program design and proofreading; Assisting the Executive Director; other fun and interesting tasks. Begins late August/early September. Should be available to attend meetings every Tuesday evenings 6:30-8:00 at SOMA office

**The Loins' Mouth**

San Francisco, CA  
www.theloinsmouth.com

**Contact:** Rachel M., editor-in-chief, theloinsmouth@gmail.com

Tenderloin/Downtown based literary paper with a circulation of approximately 5,000 - 6,000 in San Francisco. A semi-quarterly with San Francisco distribution. Content includes funny stories about living downtown (Tenderloin, Tenderloin Heights, Civic Center, etc), and includes political features, interviews, short stories, an "Ask a Bartender" column, art work, photography, etc. Focus is on humor, but also on serious issues as well due to the nature of the neighborhood. Intern will provide general office support as well as website updating, maintenance; editing; contributing to editorial brainstorming sessions, group projects, etc.; taking on various writing projects for publication; help organizing special events like release parties, photoshoots, readings, etc. Intern **must be over 21** and preferably live close to downtown have familiarity with the area.

**Lyric House**

www.lyrichouse.org, www.sfsota.org

555 Portola Drive ,San Francisco, CA 94131

**Contact:** Vanessa Morrison, Director of Lyric House, 415-305-7233

Lyric House a non-profit educational organization that teaches public school students how to write through songwriting, poetry, performance and recording, is looking for one to two student volunteers to aid one of our high-school urban songwriting classes at School of the Arts. This fun volunteer gig that could turn into a paid position. Time commitment: Tue/Thur/Fri, 10:55 a.m. -12:10 p.m.. Ideally, they need a volunteer who can consistently come in for at least one day a week for at least two months – more often would be ideal.

**Manilatown Heritage Foundation**

<http://www.manilatown.org>

953 Mission Street

SF, CA 94103

415-777-1130

One of MHF's projects, Manilatown Center, will be located on the ground floor of the new International Hotel, and will provide performing and visual arts space, and a permanent collection of historical photos, artwork, and artifacts of the I-Hotel and Manilatown.

**Marsh Theatre**

1062 Valencia St.

San Francisco CA 94110

641-0235 (press # to bypass long message)

The Marsh needs a literary intern to review theatre proposals (scripts, videos, cassettes) for Monday night Marsh performances; contact performers by phone and by mail; schedule Monday night shows; make programs for shows on Macintosh computer and copying; attend Monday night shows and learn box office and stage managing skills; help straighten theater before/after show. Please have strong communication skills! Days/times: Mondays 4 to 10 pm (dinner-break 6:30-7) Commitment: 6 months, including summer.

**Must be Macintosh computer literate.**

**Maximum PC**

Brisbane, CA

**Contact:** Katherine Stevenson, [kstevenson@maximumpc.com](mailto:kstevenson@maximumpc.com)

Market-leading publisher of music, computer and video gaming magazines is seeking a skilled, reliable Editorial Intern, unpaid, (may lead to an opportunity for freelance work with extensive knowledge of PC hardware who can commit to 10-15 hours a week for a monthly PC enthusiast print magazine (300,000 + circulation across North America). Responsibilities will include: assisting editors in day-to-day tasks, running benchmarks, and writing bylined reviews, news articles, and features for the magazine. Plus you get to play with all the latest, greatest PC gear! Please e-mail resume and cover letter to Katherine Stevenson.

***Memoir***

MAILING ADDRESS

P.O. Box 1398

Sausalito, CA 94966

415- 339-4130

[www.memoirjournal.com](http://www.memoirjournal.com)

LOCATION

80 Liberty Ship Way, Suite #22,

Sausalito CA 94941

**Contact:** Joan E. Chapman, Managing Editor, [jec@memoirjournal.com](mailto:jec@memoirjournal.com)

Sausalito-based, new, memoir-themed journal, seeks unpaid interns, for help in many aspects of literary publishing, including editorial, production, and administration. Intern responsibilities include: reading and critiquing submissions; assisting with circulation and general administration; assisting with web production

**Memoir cont.d** and maintenance; assisting with subscription fulfillments. **To apply:** request an application, by e-mailing a cover letter and resume to [jec@memoirjournal.com](mailto:jec@memoirjournal.com), attention: Joan E. Chapman, Managing Editor

### **Mercury House**

[www.mercuryhouse.org](http://www.mercuryhouse.org)

**Contact:** Jeremy Bigalke, Director, [mercuryhouse@mercuryhouse.org](mailto:mercuryhouse@mercuryhouse.org)  
415-626-7874

Mercury House, a small nonprofit literary publishing House in San Francisco, publishing mainly poetry, fiction, and creative non-fiction, is known for having a well-established intern program. This is a very unique opportunity, and we are eager but patient to find the right person. They are looking for an assistant who would ultimately be interested in a Managing Editor position but who can also juggle all the departments.

### **Metwest High School**

**Contact:** Young Whan Choi, LTI and Community Coordinator  
[frebelcator@gmail.com](mailto:frebelcator@gmail.com), or 415-516-3613 or 510-879-8689.

In Oakland, an alternative program that engages students in their learning by asking the question, "What is your passion?" They offer a unique environment where students design their own learning plans and have real world internships. We are a staff that is committed to building a community of respect and active learning. We are open to more than one intern and can provide experiences that range from one-on-one tutoring to leading book groups of 8-10 students.

### **The Office of Letters and Light**

Oakland CA

**Contact:** [tavia@nanowrimo.org](mailto:tavia@nanowrimo.org)  
[www.LettersandLight.org](http://www.LettersandLight.org), [www.NaNoWriMo.org](http://www.NaNoWriMo.org)

Oakland based non-profit seeking an intern who can commit 8-12 hours a week for National Novel Writing Month. Duties will include editorial, communications and media, relations, and event-planning interns. Interns may be asked to perform duties in all three categories. Interns may also be asked to answer customer service emails, and assist our Store Manager in shipping NaNoWriMo goods, donations goodies, volunteer kits, and teacher kits. **To apply:** email [Tavia@NaNoWriMo.org](mailto:Tavia@NaNoWriMo.org) with a couple of paragraphs discussing relevant experience, why the Office of Letters and Light appeals to you in particular, what you hope to get out of the internship, and your availability.

### **Neighborhood Learning Center**

510-835-0391

**Contact:** Ada Cole at the Marcus Foster Educational Institute. Interns **interested** in transforming a neighborhood house into a learning/tutor center for children, **call** Ms.Cole.

### **New Langton Arts**

**Contact:** Michiko, 415-626-5416, [gallery@newlangtonarts.org](mailto:gallery@newlangtonarts.org)

In existence for 30 years, New Langton Arts offers a fresh and in-depth experience in the arts. Our facilities include a professional gallery and a 55 seat theater. Volunteers are a vital part of the staff at Langton, gaining valuable experience while working with professional artists. Volunteer tasks available: auction support, theater event support, art installation, ushering, postering.

### **Omnidawn Publishing**

**Contacts:** Ken Keegan, Rusty Morrison, Rebecca Stoddard  
311 Monterey Street, Vallejo, CA 94590  
[www.omnidawn.com](http://www.omnidawn.com).  
510-237-5472

**Omnidawn Publishing *cont.d*** Omnidawn is an independent small press publisher of innovative poetry and fabulist and new wave fabulist fiction. The press is run from a small home, in the Richmond Hills, near El Cerrito border, in the East Bay. They seek an intern to work one day a week, to help with many areas of press work. The intern would work under direct supervision. Intern duties would include: telephoning; mailing; correspondence; filing; email; copyediting/ proofreading (as one of the second readers); second reader for submissions; other needs as they arise.

### **Originate Labs**

**Contact:** timrocheolabs@gmail.com

They are looking for English, Communications and Graphic Design majors to help write press releases, marketing and investor relations material as well as designing document lay-outs, web sites, and any other collateral. They have a lot of cool projects that they are about to launch. **To apply:** email.

### **Osher Lifelong Learning Institute**

#### **San Francisco State University College of Extended Learning**

**Contacts:** Debra Varner, Director, dvarner@sfsu.edu, 415-817-4243 and Robert Martin, Program Coordinator, robertm@sfsu.edu, 415-817-4270

OLLI-SFSU is an innovative educational program for people 50 years old and above. This program offers topical curriculum, field trips, forums, and other exciting educational opportunities taught by academics, writers, artists and professionals. OLLI-SFSU needs interns to assist administration and faculty.

### ***Parthenon West Review***

**www.parthenonwestreview.com**

**Contact:** David Holler, Co-Editor  
editors@parthenonwestreview.com  
415-994-3853

*Parthenon West Review* is a new non-profit poetry journal featuring local and national talent of every style of poetry. They host several events each season in the Bay Area and have a website where some of the poems are available for reading. Their infrastructure and fan-base are still growing, and they are engaged in seeking submissions and subscriptions nationally. They need interns to help with a variety of tasks, especially public outreach and events, blogging, web building/maintenance.

### **Pine Crest School**

7285 Hayden Ave.  
Sebastopol, CA 95472

**Contact:** Laurie Maguire, Teacher grades 3-5  
707-823-5192

A previous intern worked with an Open Classroom teacher to develop a creative writing enrichment program at Pine Crest School. The Open Classroom tries to develop self-awareness and responsibility in an atmosphere of choice making. Work with younger students in an "alternative" educational setting.

### **Poetry Center, SFSU**

Hum 511/512, SFSU campus

**Contact:** Elise Ficarra, Assistant Director  
415-338-2227

The Poetry Center is a nationally recognized arts organization. It hosts a distinguished reading series and houses the most elaborate poetry archives in the nation. Library materials are available in book, audio and video form. Contact The Poetry Center for internship details—they use several interns each semester.

**Poetry Flash**

www.poetryflash.org

**Contact:** Joyce Jenkins, editor@poetryflash.org, 510-525-5476

Located in the east bay, *Poetry Flash*, (22,000 distribution per issue) an historic landmark publication of the S.F. Bay Area, is a free journal of poetry, essays, book reviews, interviews and an all-important calendar of events. *Poetry Flash* runs a prestigious reading series. Poetry Flash needs interns for all sorts of exciting work, including helping to create each issue, to help organize the reading series. Editors Joyce Jenkins and Richard Silberg are long-time community leaders/poets/essayists. They need an intern to work in their office once a week for a few hours, with occasional work out and about, doing outreach.

**Poetry Inside Out**

Center for the Art of Translation

ATTN: John Oliver Simon, PIO Artistic Director

35 Stillman Street, Suite 201

San Francisco, CA 94107

Phone: (415) 512-8812 Fax: (415) 512-8824, josimon@catranslation.org

[www.catranslation.org](http://www.catranslation.org)

A project of the Center for the Art of Translation. In-school writing program dedicated to literary translation, teaching Bay Area elementary and middle-school students, most of them bilingual. Duties will include: classroom aid in mostly bilingual classrooms with Spanish and English speakers, and possibly in the future Chinese (Mandarin and Cantonese); input, layout, and edit some of the PIO classroom anthologies; attend and assist at special events and readings. Coursework/Skills Preferred: past experience working with students (ages 8-15) in classroom or other setting, course work in literature, poetry, or literary translation (Spanish and English). Bilingual or high level of fluency (Spanish and English) Editing experience (Spanish and English) Familiarity with Microsoft Office Suite and Adobe InDesign. If hired, intern will be required to have a TB test and fingerprints completed prior to working in the public schools as required by law. The Center will pay for the cost of both. This is an unpaid internship; however, interns receive credit in our publications, and participate in cultural events. **To Apply:** Mail, fax, or email resume and letter of interest to the contact information listed above.

**Post Apollo Press**

<http://www.postapollopress.com>

postapollo@earthlink.net

**Post-Nihilist Theater**

(415) 821-6112

**Contact:** Lynn Born

They have used student interns in the past--contact them to see what they might need for this semester. This will be a professional theater experience. They use tech people to help with the set, running lights, sound, and setting up and breaking down the set for each performance. Interns are expected to attend rehearsals, tech rehearsals, and to do the tech for each performance. This project will give you practical experience in a real theater setting.

**Project Read, San Francisco**

<http://sfpl.lib.ca.us/librarylocations/accessservices/pr/projectread.htm>, 415-557-4388

Interns needed for adult literacy program; teach adults to read.

**Project Rebound**

San Francisco State University

Cesar Chavez Student Center, T-138

415-405-0954

**Project Rebound *cont.d*** Project Rebound is a special admissions program for people who were formerly incarcerated wanting to enter SFSU, offering an alternative to the revolving door policy of the criminal justice system by offering a program which encourages students to excel in a course of study. If you would like to volunteer, they may need tutors, call them or stop by their office. They are located on the top level of Cesar Chavez Student Center.

### **Reece-Halsey North Literary Agency**

Tiburon, CA

www.reecehalseynorth.com

**Contact:** Phil Lang

phil@reecehalseynorth.com 415-789-9191

Seeking an unpaid intern. Located in Tiburon, CA (fifteen minutes north of San Francisco), the agency is looking for a passionate, dependable reader to be our first eyes on incoming submissions and work closely with agents. Two days a week (whichever days work best for you). This is great resume material for students looking for an introduction into the publishing industry. To apply email resume to Phil Lang.

### **Refugee Transitions**

942 Market St., Suite 412

415-989-2151

**Contact:** Bryan McGowan

Offer your assistance as a tutor to a refugee or a new immigrant. Tutors help newcomer families adjust to urban American life, and reduce isolation by offering their friendship.

### **San Francisco Arts Commission**

San Francisco CA

415-252-2590

Interns interested in revitalizing arts programs in the schools, please call this number.

### **San Quentin State Penitentiary**

**Contact:** Aida Dearteaga, Director of Arts in Corrections

415-454-1460 Ext.2337

### **School of the Arts (SOTA)**

555 Portola (formerly McAteer High School)

San Francisco CA

**Contact:** Heather Woodward, 415-552-9682 voicemail; 415-695-5700 ext. 3202

SOTA (a SFUSD High School) needs a **graduate student** interested in working with teenaged writers. Must be able to commit to 10 hours a week. Most of the time would be in the classroom (there is some flexibility). The graduate student would also actively work with the teacher to develop a permanent SFSU/SOTA CW relationship/program, defining opportunities for exchange between the two programs and ways in which graduate students will work with, complement, and extend the SOTA CW curriculum.

### **Small Press Distribution**

1341 Seventh Street

Berkeley, CA 94710

**Contact:** Brent Cunningham, Operations Director

brent@spdbooks.org 510-524-1668 x308

SPD is a bookstore, distribution project and literary center that holds readings and lectures. Possible internships available: Operations Intern, Catalog Intern, Business Manager intern. Brent writes that they have “recently had a fairly good success rate placing motivated interns in local publishing positions.”

**Small Press Traffic**

Literary Arts Center at CCA  
1111 8th Street  
San Francisco, California 94107

**www.sptraffic.org**

Small Press Traffic Literary Arts Center promotes and supports writers from all over the globe, bringing together independent readers, writers and presses through publications, conferences, talks, and our influential reading series. Interns will have the opportunity to meet nationally known writers, learn about how non-profit literary arts agencies work, and assist in the Friday Night reading series. Other benefits include exposure to a wide-range of writers and their work. (And free food at the readings!) We are looking for someone who is flexible, reliable, and willing to take on all kinds of tasks, such as selling tickets at the door for Friday Night readings, soliciting and collecting donations from local businesses, and visiting classrooms and helping to publicize SPT events. **To apply:** email [smallpresstraffic@gmail.com](mailto:smallpresstraffic@gmail.com).

**Streetside Stories**

[www.streetside.org](http://www.streetside.org)

**Contact:** Page McBee, [page@streetside.org](mailto:page@streetside.org)

285 Ninth Street  
San Francisco, CA 94103  
415.864.5221

Streetside Stories, a nonprofit literacy arts education organization, uses storytelling, creative writing, theatrical improvisation and digital storytelling to help San Francisco public middle-school students to develop their reading, writing and oral communication skills. We are currently looking for committed volunteer editors to assist the head copy-editor with the editing process of our 2009/10 student anthology of short autobiographical stories. The position will run from December 2009-May 2010 and all editing can be done from your home or office. The qualified applicant must have an educational background in English, as well as the ability to meet deadlines and complete tasks on time. In addition, she should have an interest in youth and arts education, excellent grammar, and possess the ability to edit stories with minimal obtrusiveness and respect for the authors voice. All volunteer copyeditors will be asked to complete copyeditor training to prepare for the position. The position available is **highly competitive**, so please either email or "snail" mail your resume and a cover letter stating your interest in the program, to [page@streetside.org](mailto:page@streetside.org) OR to Streetside Stories, Attention: Page McBee, 3130 20th St., suite 311, San Francisco, CA 94110. For more info or questions contact: Page McBee, Outreach Coordinator at 415-864-5221.

**Swords to Ploughshares Veterans Academy**

**Contact:** Lory Hayward, [loryh@swords-to-plowshares.org](mailto:loryh@swords-to-plowshares.org)

415-561-2610 ext.303

A non-profit education program is looking for interns to lead Creative Writing workshops for previously homeless veterans.

**Tea Party**

Oakland CA

[www.TeaPartymagazine.org](http://www.TeaPartymagazine.org)

**Contact:** Esther Lee, Senior Editor, [estroid@gmail.com](mailto:estroid@gmail.com)

Progressive, multi-ethnic arts and culture non-profit magazine centered in Oakland publishing writers, artists and visionary thinkers primarily from the SF Bay Area. Seek interns for various duties including outreach to writers and artists from culturally diverse groups and communities, editorial and production support and general office support (database, mailings, etc.). People of color are encouraged to apply. **To apply:** email resume and work samples to Esther Lee, Senior Editor. Please include position title in your submission.

**Tenderloin After School Project**

225 Eddy St.

San Francisco

**Contact:** Elizabeth von Kolnitz, 776-8407**Ted Weinstein Literary Management**

San Francisco CA

www.twliterary.com

**Contact:** submissions@twliterary.com

Publishing internship at a busy, successful San Francisco literary agency. Responsibilities: review and evaluate author submissions, including some polishing of book proposals; extensive internet research. Qualifications: superb research skills – including internet, creativity, great computer skills (PC): Word, Excel, browsers, email management; strong writing and editing skills with; mature, self-motivated and able to work independently; deep interest in publishing or journalism prior experience is a plus. Commitment: flexible 5-15 hours/week during the business day. **To apply:** email cover letter and resume information, with the subject line "Internship Submission." Email only please, **no phone calls.**

**UCSF, Department of Obstetrics and Gynecology**

Lisa Hines, Mentorship Coordinator

Joanell Serra, Teen Clinic Director

415-502-7257

A ten hour a week internship in a training program in the teen family planning clinic. An opportunity to learn health education and counseling skills for those interested in health and social service careers. "College age" mentors are paired with a teenager and spend a few hours a week with them offering guidance and resources for higher education, financial aid, and employment information. *The general purpose is to encourage kids to go to college.*

**Ulloa After School Learning Program**

2650 42nd Ave (cross street Vicente St.)

San Francisco CA

**Contact:** Kyle Giocomo, giokairu@yahoo.com

Seeking teachers for After School program. Paid position: \$14-\$16 an hour. Cantonese or Mandarin speakers a plus, but not necessary. Duties: work directly with students, assisting with homework, facilitating guided reading, answering questions etc.; facilitate small group activities under the supervision of the Program Director; work with Site Coordinator and Program Leaders to ensure that students are safe at all times; additional specific tasks will be negotiated based on the interest of the program leader. Qualifications: 1) experience working with children in a school setting as well as group facilitation skills. 2) must be available 17.5 hrs a week for the Fall and Spring semesters (some flexibility may be available). 3) Two professional references and 1 personal reference. 4) Fingerprint clearance and valid negative TB test. 5) CPR and First Aid Certification. **To apply:** email resume and cover letter or any questions to - Kyle Giocomo, Site Coordinator.

**University of California Press****Contact:** Laura Cerruti laura.cerruti@ucpress.edu

University of California Press

2120 Berkeley Way

Berkeley CA 94720

Acquisitions Department seeks capable, responsible committed applicants wanting to gain experience in book publishing. Intern will assist with editorial and pre-production tasks, including preparing manuscripts for editing/design/production. Intern may be asked to review permission status and completeness of manuscript and art program, prepare manuscript inventory, and deal with authors on loose ends; arrange

**University of California Press *cont.d*** promotion blurbs; provide general office support (database entry, securing expert readings, performing market research, etc.). 16 hours per week, unpaid, and required to be in the office three or four days a week.

### **Urban School of San Francisco**

1563 Page St.

San Francisco CA 94117

[www.urbanschool.org](http://www.urbanschool.org)

**Contact:** Daniel Murphy, 415-626-2919

Urban School employs six artists so if you decide you want to bring your writing expertise to the student body (grades 9 through 12), then contacting and working with one of the artists might be a good way to approach this internship.

### **The Velvet Revolution Student Showcase**

**Contact:** [the\\_velvet\\_revolution@yahoo.com](mailto:the_velvet_revolution@yahoo.com)

Hear and be heard! The Velvet Revolution, the student-run weekly reading series, is looking for student hosts (graduate and undergraduate) during the Spring 2010 semester! Responsibilities will include scouting local and student readers, generating interest and publicity for the readings through e-mailing and flyers, hosting, occasionally providing light refreshments for the Velvet Revolution events. This is a great way to get to the know the faculty and student writers on campus, as well as help create community within the SFSU Creative Writing department! If you are interested, please email [the\\_velvet\\_revolution@yahoo.com](mailto:the_velvet_revolution@yahoo.com).

### **Veritas Agency**

**Contact:** Katie Boyle, [kboyle1@mindspring.com](mailto:kboyle1@mindspring.com), 415-647-6964

SF literary agency. Tasks include reading submissions, scouting and light editing. Hours are flexible and the position is unpaid, although there is an opportunity for finder's fee payments through scouting. Agency handles literary fiction, narrative nonfiction, memoir, women's issues, current affairs, health, psychology, pop culture and subculture. Anyone interested can email or call Katie Boyle.

### **The Vespertine Press**

<http://www.vespertinepress.org>

**Contacts:** Mamie Ju, Quarry Pak, Tel: 415-665-8771, Fax: 415-665-8781

Asian Literary journal accepting submissions from writers of Asian descent from the US and abroad.

**Seeking** a few **MFA students** who have a good eye for storytelling and poetry. Will serve as assistant editors for the first tier of submissions. Interns do not need to be of Asian descent. They only need to possess insight and willingness to learn about the various cultures that influence Asian literature. The internship is unpaid, and they will accept as many interns that are enthusiastic and qualified.

### **VIZ, LLC**

**Contact:** [jobs@viz.com](mailto:jobs@viz.com), [www.animerica-mag.com](http://www.animerica-mag.com), [www.shonenjump.com](http://www.shonenjump.com), [www.j-pop.com](http://www.j-pop.com), [www.viz.com](http://www.viz.com)  
 VIZ, LLC, a multi-media company specializing in offering a Japanese integrated product line of magazines, comics, graphic novels, videos, DVDs and audio soundtracks to U.S. audiences. VIZ publishes over 20 titles every month including HAMTARO, YU-GI-OH!, DRAGON BALL Z, POKEMON, GUNDAM and INU-YASHA. Seeks an unpaid intern to work with editorial team. Primary responsibilities: assist editorial department with: general office support; editorial and design support. Required Qualifications: excellent command of English grammar and spelling; proofing/copyediting skills preferable); knowledge of or interest in publishing industry; should have manga/anime general knowledge, but extensive knowledge is not needed; computer literate (Mac systems preferable); dependable, organized, responsible, detail-oriented; must live in or commute to the San Francisco bay area; must be able to work legally in the United States. **To apply:** Please e-mail a text version of your resume and cover letter in the body of your message, Subject: "Editorial Intern" *NO ATTACHMENTS*. OR via fax (415) 546-7086 to the Attention: Editorial-HR.

**Web-based Community Service Internship****Contact:** csusfo@journalist.com

Looking for interns to engage in an online international news review and develop an online forum of global issues and viewpoints. Available positions: International Correspondents, National Correspondents, Local Correspondents, Environmental Correspondents, or Online Forum Coordinators. **To apply:** email Internship Coordinator with the following information: Name, address, phone/email, college-program-semester-year, grade level, advisor's name, type of position applying for, and the area of interest.

**Where Magazine**

555 Montgomery Street, Suite 803

San Francisco, CA 94111

www.wheresf.com

415.901.6268, [erin.roth@wheremagazine.com](mailto:erin.roth@wheremagazine.com)

Urgently seeking editorial interns with backgrounds in Journalism, English and Communications.

**To Apply:** please send resume and brief cover letter describing why you would be a good fit for this position to [erin.roth@morris.com](mailto:erin.roth@morris.com).**William James Association****The Prison Arts Project****Contact:** Ellen Davidson, Executive Director

303 Portrero St. Suite 12 B

Santa Cruz, CA 95060

408-426-2474

This non-profit organization contracts with the California Dept. of Corrections to provide art services to Northern California Prisons. If you want to teach writing in the prisons, call Ellen at (408) 426-2474 and check out how you can make art happen behind bars.

**Wired News**

www.wired.com

**Contact:** Louise Knapp, [lknapp@wired.com](mailto:lknapp@wired.com)

Part-time reporting intern in theIR newsroom. Support editorial staff: generate the site's business briefs, compile the site's Rants and Raves, answer feedback and distribute the morning budget, administrative tasks, attend morning staff budget meetings, communicate with all editors and reporters, write short items and rewrite press releases. Possibility of pitching longer, bylined stories as the internship progresses.

Qualifications: some reporting experience or journalism schooling and the desire to learn as much as possible about the workings of a daily technology news site. This is a three-month paid internship, based in San Francisco's Multimedia Gulch. **To apply:** e-mail resume, clips, and any questions, to: Louise Knapp; Subject Line: Editorial Internship; please paste resume, clips, etc. into the body of the email message. NO attachments will be accepted.

**The Wordsmiths' Guild**

The Wordsmiths' Guild is the community creating organization of SFSU's Creative Writing graduate programs. It hosts a website, parties, literary events, outings. The Guild needs energetic people to draw writers together into fun and creative bouts of poetry and performance, fiction and playwriting. The Guild **The Wordsmiths' Guild *cont.d*** has officers, such as President, Vice-President, Treasurer, Web-Master/Mistress, Trickster and Miracle Healer. The Guild changes shape each year to match the interests, abilities and involvement of its participants. All SFSU Creative Writing graduate students are de-facto members, but new leaders are needed each year to make it happen. **To apply:** make an appointment with Maxine Chernoff, 415-338-1891.

**Writing Salon**

www.writingsalons.com

**Contact:** Jane Underwood, jane@writingsalons.com

Compensation: Training in a small arts-related business, free creative writing classes (number to be negotiated). Duration 4-6 months, possibly longer. Help with the business end of running the Writing Salon: administrative assistance, marketing and public relations. A car would be very helpful, but is not necessary. **To apply:** please email Jane Underwood a short letter detailing: 1) qualifications, 2) info of classes taken at the Writing Saloon 3) your availability (hours, days), 4) interest in internship and/or a paid job, after internship.

**Writers' Corps**

**Contact:** Andrea Jones, Director of Community Programs Urban Services , **415-292-3026**

YMCA Writer's Corp, a branch of the SF Arts Commission, will be working at Malcolm X Academy in the Bayview-Hunters Point neighborhood. The Corp teacher will work two days per week with the 4th and 5th grade students on writing and creative expression. They would love to have a few CW students to assist in this program. Students work at least four hours per week and receive 3 units (either through the Dept. of Ed or their own dept.), plus a \$200 stipend each semester. The program is structured with weekly journals via email, monthly team meetings and a final paper.

**Writer's Web Press**

www.writerswebpress.com

**Contact:** Robert A. Kahn, Rkahn@deanassoc.com

Needs an intern to help with *Iskara*, the site's unofficial magazine. Get valuable experience in on-line publishing, HTML coding, website design, uploading, and website maintenance. Intern may work remotely, on her/his own time, because this is a web based company.

**YMCA****Stonestown Family YMCA's Teen Center at Aptos Middle School**

**Contact:** Erin Reedy, 415-469-4517

The Teen Center is a program in which students work to raise their grades, develop new social skills, increase self-esteem and gain a sense of individual and group responsibility. They seek someone who is comfortable assisting and guiding a youth-led writing workshop and who can collaborate with the student leader who founded their writing workshop; an enthusiastic individual with strong facilitation skills who is excited about working with middle school youth. Preferred that intern have experience working with middle school youth and can work effectively with students of mixed skill levels. Schedule: 1 hour with a group of about 10 students Monday, Wednesdays, or Thursdays from 4-5pm for 8 weeks, or until the end of the semester. They are open to discussing the structure and duration of the class.

**Youth Speaks**

290 Division Street, Suite 302

San Francisco, CA 94103

**Contact:** poetmentor@youthspeaks.org

www.youthspeaks.org

Youth Speaks, a non-profit project committed to the creation of a multi-cultural community of San Francisco Bay Area teenaged poets, writers, and literary performance artists, seeks interns to be School Visiting Poets and Poet Mentors to develop and facilitate spoken word workshops at public and private high schools and community programs in the Bay Area; Qualifications: spoken word artist 18-25 (must not be enrolled in high school); Previous performance experience required; Previous experience with youth; Preferred Bi-lingual in Spanish or Cantonese (but not required). TO APPLY email poetmentor@youthspeaks.org with the following: Resume; Text of the poem you will perform; Proposed lesson plan (for Poet Mentor applicants).

**The Z Space Studio**

131 10th Street, 3rd Floor  
San Francisco CA 94103

**Contact:** [zspace@zspace.org](mailto:zspace@zspace.org), 415-626-0453, [www.zspace.org](http://www.zspace.org)

Most interns start in a revolving internship. This internship will split the intern's total time at the Z Space into thirds: marketing, artistic production, and fundraising/development. We require a minimum commitment of 10 hours per week for our interns. Except in special circumstances approved by the General Manager, interns must schedule their hours between 9 AM and 5 PM, Monday through Friday. Requires a minimum of a three month commitment. There is no maximum duration. Qualifications: have a passion for words and theater, ability to prioritize, multi-tasking skills in busy environment, self-motivated, have initiative, excellent communication skills. **To apply:** mail cover letter (including area of primary interest) and resume to Attn: Internship Director/The Z Space Studio/131 10th Street, Third Floor/San Francisco, California 94103 or email with subject line "Internship Application".

**Zoetrope: All-Story**

**Contact:** [www.all-story.com](http://www.all-story.com)

*Zoetrope: All-Story*, headquartered in San Francisco's North Beach, is a quarterly print magazine devoted to fiction and art. Since its inception in 1997, it has won every major story award, including a National Magazine Award for Fiction, and has published writers including Salman Rushdie, Don DeLillo, Mary Gaitskill, Dave Eggers, A.M. Homes, David Mamet, and Gabriel García Márquez. *Zoetrope: All-Story* magazine seeks volunteer readers to read and critique the 12,000 submissions we receive each year. The reader is a 4-hour a week commitment and there are no application deadlines; the internship is a 20-hour a week commitment and deadlines are 2 months in advance of the start dates. Please carefully read the above website for application information.

*Some of these contacts may be out-dated, or addresses and phone numbers may have changed. Please let the Creative Writing Office know of any changes so we can update this list every semester. Thanks for your help in keeping this list current!*

*For more help in finding a placement, contact SFSU Service Learning, on campus. Call them at 338-3282.*

*Also check out the Yellow Pages of your phone book. Look for listings under Publishers, Theatres, Schools, or whatever else you can think of that might be related to your interests in writing, theatre, or teaching.*