

**Galen Williams Fellowship Program**  
**Joseph F. McCrindle Foundation 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 offers the Galen Williams Fellowship Program.

The McCrindle R/W Fellow 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 2013-14, the McCrindle R/W Fellow will be based in P&W's New York City headquarters and will provide support for the Readings/Workshops (East) program, which provides matching fees to writers giving public readings and writing workshops throughout New York State, and in Atlanta, Chicago, Detroit, New Orleans, and Washington, D.C.

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 ten months, providing valuable support as well as fresh insight and creativity to our team. In turn, Poets & Writers will provide a comprehensive apprenticeship in literary programming in a non-profit setting. In addition to 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 in New York City and, perhaps, beyond.

**Responsibilities include:**

- Using a Microsoft Access or online database to enter grant information;
- Mailing confirmation letters, report forms, and other correspondence;
- Compiling data from evaluation forms for reports to funders and promotion of the program;
- Maintaining files of completed report forms;
- Making site visits to R/W funded events in New York City and surrounding areas;
- Documenting select R/W events with video and photographs;
- Providing support for the R/W Blog, with tasks such as contacting guest bloggers and posting entries;
- Performing tasks related to the Maureen Egen Writers Exchange contest, including logging submissions to the contest, as well as research for publicizing the new WEX state.
- Conducting outreach to writers and sponsoring organizations in R/W regions and cities;
- Assisting with Intergenerational and Cross Cultural Readings, and other live R/W events;
- 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.

**This ten month, half-time program begins in September, 2013. The salary is \$12,400 for the term of the fellowship (\$15.50/hour).** P&W will be pleased to cooperate with the fellow's school to provide credit, if so requested. This position is supported by a generous gift from the Joseph F. McCrindle Foundation.

To apply, please forward a cover letter, resume, and letter of recommendation to Bonnie Rose Marcus, Director, Readings/Workshops (East) and the Writers Exchange at [bmarcus@pw.org](mailto:bmarcus@pw.org). Please include "R/W Fellowship" in the subject line. Attachments should be .pdf, .doc, or .rtf files; other file types will not be opened. No calls, please. **The deadline for applying is June 17, 2013.**

## 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](http://pw.org), a website that provides trustworthy advice, information, and a lively online community for writers; the Readings/Workshops Program; and awards for writers including the \$50,000 Jackson Poetry Prize, the Maureen Egen Writers Exchange Award, and the Amy Award.

## The Readings/Workshops Program

Each year, through its Readings/Workshops program, P&W supports more than 750 writers participating in over 2,000 literary events throughout New York State and California, as well as in Atlanta, Chicago, Detroit, Houston, New Orleans, Seattle, Tucson, and Washington, D.C. P&W distributes more than \$200,000 annually in the form of matching grants (restricted to the payment of writers' fees) to a variety of organizations—from community centers to prominent art museums. Learn more at [pw.org](http://pw.org).

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