

Creative Writing

[UCSC]

APPLICATION FOR CREATIVE WRITING COORDINATOR

FALL 2011 – SPRING 2012

The creative writing program is looking for two to three interns to host the reading series, handle the publicity for the series and the program, write a weekly or bi-weekly e-newsletter, interact with published authors, host student receptions and manage the Writing Center at Kresge. Students will gain invaluable experience in arts organizing and interacting with published writers.

Preferred skills: Organized; responsible; ability to create posters with Microsoft and Adobe programs; ability to speak in front of a large audience; ability to use PowerPoint; excellent people skills; own or use of a car and driver's license; ability to work via email; already in the concentration; ability to work as an ambassador for the creative writing concentration to students, faculty, community members and visiting writers.

Name _____ Class standing _____
Email _____ Phone _____
Major _____ In the CW concentration? Yes No

Please include in your application:

- 1) A one-page letter of intent describing your interests and skills.
- 2) 1-2 letters of recommendation. The first letter must be written by an instructor, employer or advisor, and the second may be written by a student.
- 3) Brief résumé (1 page only).
- 4) You may also include any sample publicity materials you have made.

The application is to be turned in to the Kresge College Provost Office by **May 17, 2011**.

Signature _____ Date _____