

# Torch Literary Arts

## Fall 2023 Administrative Fellows



### **Creative Content Fellow**

Through this role, the Creative Content Fellow will learn social media management, brand development, and digital content writing. You can expect to gain experience working on:

- Social media content - from design to post - across Torch accounts.
- Writing content for Torch's website and print materials.
- Researching marketing and advertising trends in publishing.

### **Programs Fellow**

Through this role, the Programs Fellow will learn how to plan and execute events, work with sponsors and partners, and evaluate programs for overall success.

You can expect to work on:

- Supporting the planning and execution of Fall 2023 events.
- Working with event sponsors, partners, features, and event attendees.
- Creating surveys and compiling results.

The average time commitment for these positions is 10 hours per week.

The fellowships run from Sept. 27 to Dec. 15, 2023. Each fellowship is provided a stipend of \$3,000 (\$1,000 per month). The work location is remote and in-person in Austin, TX.

### **Qualifications:**

You must be a college student and/or an emerging nonprofit professional to apply. Preferred candidates should demonstrate an investment in our values and mission statement, as well as an interest in literature, arts and culture, and/or nonprofit management through previous internship roles, projects, or experience. **Fellows must live in Central Texas and be able to attend in-person events.**

### **How to Apply:**

Send an email with a cover letter, resume, and work samples to [ajohnston@torchliteraryarts.org](mailto:ajohnston@torchliteraryarts.org)  
Email Subject Line: "Torch Admin. Fellow [insert fellowship title]"

### **Deadline to Apply: Sept. 18, 2023**

Torch Literary Arts is a 501(c)3 nonprofit established to publish and promote creative writing by Black women. We publish contemporary writing by experienced and emerging writers alike. TORCH has featured work by Toi Derricotte, Tayari Jones, Sharon Bridgforth, Crystal Wilkinson, Patricia Smith, Natasha Trethewey, Elizabeth Alexander, and others. Programs include the Wildfire Reading Series, writing workshops, and retreats. [TorchLiteraryArts.org](http://TorchLiteraryArts.org)

*Torch Literary Arts is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.*

*Torch Literary Arts is committed to building a culturally diverse community, and strongly encourages applications from female-identified candidates and candidates of color.*