



Part Time Journalism Program Assistant Position Description

Who We Are:

Day Eight is an arts producer and publisher dedicated to the healing of the world through the arts. Our programming includes a literary magazine, poetry events, exhibitions, performances, book publishing, arts journalism programs, and education programming for children and youth. Our projects are conducted with a variety of internal and external stakeholders and we value the diversity of perspectives and experiences that each individual brings to our shared work.

Responsibilities:

The individual will function as a key member of the team responsible for producing Day Eight's journalism projects including an annual arts journalism conference (to occur Feb 25, 2023), our arts journalism fellowship, a high school journalism fellowship program, and our summer writing camp. The individual will interact with leading local and national journalists and meaningfully support opportunities for public engagement.

Position Details:

The position exists to administratively support production and development of ongoing and upcoming journalism projects and programs. This is a contract position and is to be paid at a rate of \$22.00-\$25.00/hr, 10 hours per week. No benefits are provided for this position. Contractor will work a set weekly schedule of hours three days a week to be selected Monday – Friday between 9am and 5pm. Day Eight is currently still working via remote.

Qualifications:

Administrative experience, and expertise.
Excellent written and verbal communication.
Experience taking responsibility for work products individually, and as a member of a team.
Interest in journalism or journalism education as a career.

To Apply:

Email a resume and cover letter to: Admin <at> DayEight.org. To learn more about the organization, please visit: <https://dayeight.org/>. The position is open until filled.