



## Job Description: Poetry Program Assistant

### Who We Are:

Day Eight is an arts producer and publisher dedicated to the healing of the world through the arts. Our programs include an arts magazine, poetry events, exhibitions, performances, book publishing, and an arts journalism program. Diversity is part of our DNA, vision, and values. Our project staff bring a variety of perspectives and experiences to our shared work. We publish the literary magazine *Bourgeon*, and 4-6 poetry books per year, and host multiple poetry reading series each year.

### Job Description:

The Poetry Program Assistant supports Day Eight's literary magazine, book development and marketing, and multiple poetry events series.

### Duties and Responsibilities:

- 40% Marketing of books and poetry events
- 30% Administration of book production and poetry events
- 20% Creation and management of event pages through Wordpress, Facebook, Eventbrite, and Zoom
- 10% Event staff, including select events in person, hosting zoom events, and poetry committee meetings

### Key Qualifications:

Experience with marketing in the arts required  
Experience with graphics creation and web technology required  
Experience with online and in person event support required  
The incumbent will work by remote but is expected to be a D.C. resident  
The incumbent will work a flexible set schedule during regular business hours

### Who You Are:

You have a passion for the literary community, including poetry  
You are well-organized with excellent people skills  
You are flexible and able to work under pressure, including at events and under deadlines  
You are a clear communicator in writing and over the phone

Benefits:

None; this is a part-time, 20 hour a week position

Pay Rate:

Based on experience, \$23-27/hr.

How to apply:

To learn more about the organization applicants are encouraged to visit:

<https://dayeight.org/> and

<https://www.facebook.com/DayEightOrg/>

To apply send a cover letter and resume to Robert <at> DayEight.org.

Cover letters are asked to be 150 to 400 words in length. Applications submitted without a clear and brief cover letter will not be considered.