

Midwest Writers Workshop 2015 Internships
Department of English
Application Deadline: 12:00 p.m., Wednesday, April 8, 2015

Midwest Writers Workshop is offering **eight paid internships** to current Ball State English majors, minors, and/or graduate students (or Spring 2015 graduates) so that you can professionally benefit from our summer workshop in July 2015. MWW is an annual writers' conference that gathers agents, editors, and publishing professionals, and which includes 35+ concurrent panels on the craft and business of writing, as well as agent pitch sessions, query critiques, and readings. Attendees range in age from 16 to 80 and come from all over the country. The conference will take place in Muncie at the Ball State Alumni Center from July 23–25. Please visit www.midwestwriters.org to learn more.

Jobs: 6 agent assistants
2 social media tutors

Payment: 34 hours at \$9.00/hr = \$306.

Participants: We want to create a team of qualified students from the English department at Ball State University who have interest and/or experience in publishing or social media.

Eligibility: To apply, you must:

- a) be enrolled at least part-time as an **undergraduate or graduate** student at Ball State during the semester in which the application is made.
- b) be an English major, minor, or graduate student in English.
- c) have a 3.0 or above GPA in your major.
- d) be available in Muncie (and not at another job) for the three full days of July 23–25, 2015.

Selection: A committee comprised of MWW committee members will select the most qualified candidates.

Availability: Interns work remotely for the early part of the summer. The agent assistants will be creating schedules for the agents; the social media tutors will be reviewing their clients' blogs/websites/social media use—and the questions they specify—in order to best help them. We anticipate about **10 hours** of your time will be spent in preparation prior to the conference. During the conference, you'll work **24 hours** over three days.

Thursday, July 23, 3 PM to 6 PM, **3 hours**
Friday, July 24, 8 AM to 5 PM, **9 hours**
Saturday, July 25, 8 AM to 8 PM, **12 hours**

Responsibilities:

During the first day of the conference, Thursday, you need to be at the conference from 3 PM to 6 PM. Social Media Tutors can visit any breakout session they choose. Agent assistants will attend the “Pitching 101” breakout session and try to meet up with your agent (if he or she has arrived). You may stay longer into the evening if you wish for the faculty introductions and special speaker.

During the second and third days of the conference, Friday and Saturday, you will continue your work as either a Social Media Tutor or Agent Assistant—and we will offer you the opportunity to attend sessions of your choice if time permits.

Social Media Tutors (2 students)

You will administrate a Social Media Lab (a tech-oriented writing center). You’ll hold 45-minute free consulting sessions with attendees/clients to discuss how to use Facebook, Twitter, blogs, and other social media platforms more effectively as professional writers. For example: you might offer your clients tips on such things as the difference between a Facebook profile and a Facebook page, how to make their particular blog more “findable,” how to increase their blog’s readership, or how to hashtag on Twitter more effectively.

Agent Assistants (6 students)

During the conference, you will handle your assigned agent’s schedule and keep time during pitches. Also, the agents will discuss with you how you might build a career. You will attend the “Pitching 101” session at 3:45 on Thursday and also assist at the agent panel at 9:00 on Friday.

Possible Career Outcomes from this experience:

- Jobs with literary agents and publishers.
- Jobs at creative agencies, which focus on advertising, publications, websites, branding, or communication strategies.
- Freelance work offering “author solutions” such as website design, book doctoring, e-publishing guidance, and media consulting.

Please complete the following application and email to Linda Taylor (lindataylor5558@gmail.com) by noon, Wednesday, April 8, 2015. If you wish to mail hard copies, these can be sent to Linda Taylor, 14700 N CR 400 E, Eaton, IN 47338.

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Directions for completing this form:

(1) You may print out these two pages, fill out and scan to return as email attachment; OR you can mail it to Linda Taylor (address on previous page).

In addition to completing this form:

tell us why you're qualified and what you want take away from this experience. Attach a 500-word essay that articulates your qualifications for the position (including coursework, experience, and skills). *In this essay, articulate why this opportunity will benefit you professionally and also what you think you can bring to the service aspect of this internship.* The essay will be judged both on content *and* artistic merit; i.e., be sure to exhibit your creative flair and skill with language. Please refer to the [Midwest Writers Workshop](#) website to learn more.

Name:

Student ID #:

Gmail Address:

Phone:

Mailing Address:

My major or course of study at Ball State University is:

GPA (in my major) at the end of Fall Semester 2014:

During Part II, which team would you prefer?

_____ Social Media Tutor _____ Agent Assistant _____ either

Additionally, we're looking for students who use social media professionally and who are already somewhat technologically proficient; they should know enough that they can tutor others, but also be interested in learning more from publishing professionals. In order to teach others how to improve *their* online presence, *you* need to have experience in this area. Please provide a URL that will easily take us to your website or blog.

URL: _____

Platform: (Wordpress, Blogspot, etc.) _____

Once we arrive at your website, we need to see:

- A third-person bio or about page, including a recent photograph.
- A digital résumé, including links to any organizations, online publications, and social media accounts you use professionally (Facebook, Twitter, Google+, LinkedIn, and/or YouTube, Vimeo, etc.) so that we can learn more about you.
- A digital writing sample (such as blog posts or links to other online publications/blogs) that demonstrates you're a strong writer with an appealing or interesting online presence. You may also use a digital document-sharing site like Scribd.
- In addition to the digital versions, your blog/website can provide a downloadable pdf of the writing sample and/or resume, but access to these hardcopies cannot replace the digital requirement.
- If you'd like to highlight other skills or experiences (website design, photography, video production, coding, publicity/marketing, community service), you may do so on your resume, but your blog/website is itself a demonstration of your qualifications for this internship.
- Note: If your blog/website isn't currently set up with a bio, resume, etc., think of this as a good opportunity to transition to a more professional online presence.

Applicant's Signature: _____ Date: _____