**The Lighthouse Mission**

The mission of Lighthouse Writers Workshop is to provide the highest caliber of artistic education, support, and community for writers and readers in the Rocky Mountain Region and beyond. We strive to ensure that literature maintains its proper prominence in the culture, and that individuals achieve their fullest potential as artists and human beings.

To achieve this mission, Lighthouse has identified seven goals:

* Lighthouse attracts literary types of all ages and from all walks of life, inviting them to connect with our programming and community, both to enrich their art and enrich their lives.
* Lighthouse provides a lifelong educational environment that fosters the artistic, intellectual, and personal growth of its community and provides continuing support as they embark on successful careers and productive lives as artists and citizens.
* Lighthouse continually elevates its educational and artistic standards, remaining open and responsive to changing conditions in the worldwide literary arts scene.
* Lighthouse attracts and retains talented and renowned faculty members in all disciplines by providing a collaborative work environment and involving them fully in the artistic and educational life of the community.
* Lighthouse upholds its commitment to a diverse community by nurturing an inclusive, supportive, and welcoming environment.
* Lighthouse takes an active role in preserving the future of the literary arts by providing exemplary arts education programs, encouraging its members and youth to serve as advocates for the literary arts in society.
* Lighthouse tirelessly promotes the belief that writing and reading create a deep understanding of ourselves and others, and thereby encourages compassion and empathy in our society.

**Our Organizational Values**

**Accessibility:** Lighthouse welcomes all people who want to learn more about writing, no matter their age, experience, or education. It’s important to our vision and mission that we keep our offerings affordable and our facilities convenient for all community members.

**Collaboration:** Writing is often seen as a solitary art; however, all writers need the inspiration and support of others. Our workshops engage students, teachers, and peers in deeply collaborative relationships. We seek opportunities to explore other arts and media with regional and national partners.

**Creativity:** We explore emerging genres, foster innovation, and encourage experimentation.

**Community:** Writing and reading are primarily solitary pursuits. Lighthouse provides space and spirit for fellowship among working and aspiring writers. We offer readers unique ways to discover the writer’s way. We invite everyone who values arts and culture to explore the written word. And we support the vibrancy and diversity of the Colorado artistic culture.

**Discovery:** We believe that writing empowers greater understanding of self and others and thereby encourages compassion and empathy in our society.

**Excellence:** Lighthouse is dedicated to the supporting the highest potential of each writer, whatever his or her goals and talents. We are committed to increasing awareness of local and national authors producing high quality work.

**The Diversity in the Arts Internship**

The 10-week DITA Summer Internship at Lighthouse is a vital part of our ongoing mission to serve writers and readers in Denver and beyond. What that internship will look like in 2021 depends a bit on the state of the pandemic and if Lighthouse have begun to return to in person programming. But regardless of the pandemic, our intern will assist all three of our program wings: adults, youth, and community engagement. Lighthouse is excited to adjust our intern’s responsibilities according to their interests and goals, but interns will primarily be helping administrate Lit Fest, provide in-class support for our young writers, and editorial support for various anthologies.

While most hours fit within a traditional Monday through Friday, 9:00 AM to 5:00 PM schedule, during the two weeks of Lit Fest (early June) an intern may be asked to work during evenings and weekends, as well as occasional evening and weekends in service to our Writing in Color program.

**Lit Fest**

Lit Fest is our two-week celebration of the literary arts. Interns support the Lighthouse staff and volunteers in making Lit Fest fun, productive, and accessible to our students and can expect to gain experience in event coordination and management, conference logistics, and access to a thriving, international literary community. Lit Fest includes House Shifts from 7:30 AM to 1:00 PM and 12:30 to 6:00 PM, Tent Shifts from 5:00 to 10:00 PM, and various agent meeting shifts. Tasks may include:

Preparing, editing, and displaying signage

Preparing and facilitating Zoom rooms

Auditing technology

Assisting in pre-Lit Fest communications

Creating passes

Assembling welcome packets

Setting up and storing food/catering for events

Checking that classrooms are clean, stocked, and set up with A/V

Facilitating agent meetings

Checking in participants

Data entry

Welcoming new members and providing house tours

Answering phone calls (with supervision)

Participating in workshops or panels as needed

**Young Writers Camp**

Throughout the summer, Lighthouse holds full and half-day camps for young writers grades three through 12. Interns support the Young Writers Program Director and Young Writers Instructors in making camps fun, inspiring, and productive. Summer camp interns can expect to gain experience in program management and implantation, teaching and fostering creatively in youth, and general nonprofit operations. Summer Camp Intern tasks may include:

Assisting teachers in the classroom

Checking students in an out

Assembling handouts

Distributing and tabulating evaluations

Compiling and editing student work

Creating camp reading programs

Working with young writers in small groups

Supervising young writers during lunch and breaks

Designing and leading activities for young writers

**Administrative Assistance for Writing in Color and Operations**

When not helping with Lit Fest and our Young Writers Camps, a summer intern will work closely with our Workshop Program Coordinator and Community Engagement Coordinator to help plan and facilitate our in-house creative writing programing for adults and our efforts to engage a diverse community. This may include:

Filing and data entry

Taking minutes at weekly staff meetings

Answering phones and acting as an ambassador to Lighthouse

Supporting the prep, set up, and take down of events and retreats

Updating the website, as needed

Designing and disturbing promotional materials, as needed

**Experience and Education:**

Lighthouse is looking for interns who are passionate about the literary arts and seeking experience in the nonprofit world. Candidates should be self-motivated, willing to ask for help and direction when needed, and able to answer questions for a diverse group of people. A sense of curiosity is a must; interns should be quick learners and excited writers.

**Benefits**

Lighthouse interns gain invaluable experience in the day-to-day operations of a large arts nonprofit. Additionally, our internships provide the opportunity to meet and learn from successful writers, to sit in on classes and lectures, and to get to know Denver's literary community.