

WHAT YOU CAN DO AT MOONSTONE

What is Moonstone?

Moonstone is a 501C3 non-profit founded in 1983. We operate the Moonstone Preschool and the Moonstone Arts Center with the motto, "Education through the Arts from the Cradle to the Grave." The preschool uses art as cognitive development. The Arts Center presents over 80 poetry readings and publishes about 25 chapbooks a year. Our focus is on art as it relates to both the individual and society.



Positions



Writing and Editing Intern

- Writing various material for Moonstone and/or Moonstone Preschool;
- Editing and revising your content and that of others;
- Grant outlining, writing, and revision;
- Technical writing behind Moonstone Preschool processes and standards;
- Research on authors and double-checking sources if necessary;
- Business and industry writing.

Communications/Outreach and Social Media Intern

- Update organization and contact lists;
- Reaching out to poets and publishers;
- Emailing acceptance and rejection letters for chapbook contests;
- Keep social media platforms up to date;
- Updates and reminders about Moonstone's various campaigns and submission windows;
- Keep up to date with trends in media/social media and implement in published content whenever possible.

Publishing Intern

- Write, edit, and review copy for publication;
- Learn Moonstone's formatting for chapbook layouts in Microsoft Publisher;
- Send drafts of final print copy back and forth to authors for approval;
- Utilize the Adobe Creative Suite and/or Microsoft Publisher to create illustrative covers for publications;
- Will distribute, in person or by email, advertising materials (posters and flyers).

Graphic Design Intern

- Design covers for publications according to client specifications;
- Create graphics for advertisements, event posters and flyers;
- Design graphics for social media and the Moonstone Arts Center website.

Research Intern

- Research and locate appropriate future contacts, appropriate tax forms, and so forth;
- Research grant opportunities for Moonstone Arts Center and Moonstone Preschool;
- Investigate possible new locations for Moonstone to hold events at;
- Aid the Writing and Editing intern in objective research on authors, periods of time, etc.;
- Utilize appropriate and objective information from credible sources;
- Keep up to date on material and trends that relate to themes and subjects that Moonstone is engaging with in its various projects.

Film/ Media Intern

- Helping in the office with regards to tech equipment;
- setting up and/or break down audio equipment for speakers/presenters at events;
- Utilize A/V media equipment to record poets and events;
- Edit and produce various media material for Moonstone;
- Add additional plug-ins and other components to the website through Wordpress as necessary.