CAVE CANEM FOUNDATION, INC

Cave Canem seeks 3 graduate fellows to serve as Retreat Staff for the 2020 Cave Canem Retreat, which will be held at the University of Pittsburgh at Greensburg and City of Asylum/Pittsburgh, June 7-13, 2020.

The Cave Canem Retreat is the organization’s annual flagship program that has served over 400 fellows since its inception in 1996. It offers an unparalleled opportunity for 40 fellows to study with a world-class faculty and join a community of peers each summer. Having already gone through this process, Retreat Staff are an integral part in providing a rewarding and welcoming experience for new and returning fellows. Serving as this year’s faculty are Major Jackson, Robin Coste Lewis, Evie Shockley and Frank X Walker. Francine J. Harris is the Guest Poet.

Retreat Staff will assist in ensuring that all activities, workshops and events are successfully executed and accessible for all faculty and fellows, including: the opening circle, an all-participant orientation, four three-hour faculty-led workshops, two fellows readings, two faculty readings and book signings, the Guest Poet’s craft talk and book signing, optional fellow-led workshops and craft talks, an all-participant stewardship conversation and graduation. While Retreat Staff will assist and may participate in faculty readings, the Guest Poet’s craft talk, fellows readings and fellow-led workshops and craft talks, they may not attend faculty-led workshops.

Retreat Staff will fulfill program delivery, administrative tasks and other duties, including but not limited to:

- Retreat setup and breakdown
- Participant registration & checkout
- Facility inspection
- Scheduling
- Maintaining office hours
- Facility set-up
- Shopping and errands
- Photocopying
- Leading orientation sessions
- Liaising with conference staff and fellows
- Emceeing
- Enforcing retreat and conference regulations
- Photography and audio-visual duties
- Troubleshooting
- Facilitating the Fellows Graduation Ceremony Committee
- Responding to reports per organizational protocols
- Other tasks as assigned

Required Qualifications

- Excellent communication skills
- Strong interpersonal skills
- Ability to prioritize, work independently, be flexible and handle multiple projects at one time
- Exceptional organizational skills; attention to detail and deadlines
• Mature judgment and diplomacy; respect for and understanding of confidentiality
• Availability to be on call

Desired Qualifications
• Have a driver’s license and willing to drive
• Event and/or retreat planning experience
• Photography and audio-visual recording experience

Retreat Staff receive $1,500.00, round-trip travel, authorized out-of-pocket expenses, accommodations and meals. This position reports to the Executive Director and the Programs and Communications Manager. Candidates selected for this position must be available June 5-13, 2020 and adhere to and uphold all retreat guidelines, Cave Canem’s Anti-Discrimination, Anti-Harassment Policy and its Anti-Sexual Harassment Policy.

Please submit a resume and a cover letter stating your interest to Malcolm Tariq (mtariq@ccpoets.org), Programs and Communications Manager, by March 31, 2020. In your cover letter, please state (1) if you have a driver’s license and are willing to drive, (2) your experience with photography and audio-visual recording and (3) the years you attended the Cave Canem Retreat.

Cave Canem Foundation, Inc. is the premier institution for supporting the many voices of Black poetry: the home of the nation’s largest collection of Black writers. Formed in 1996 as a response to the lack of support and resources for poets of African descent, Cave Canem has become the national leader within the poetry community moving toward greater racial diversity, inclusion and accessibility in the field. The organization is entering a pivotal moment in its history and future as we prepare to celebrate our 25th Anniversary. In 24 years, Cave Canem has become an influential movement with a renowned faculty, high achieving national fellowship of over 400 and a workshop community of 950 plus.