

# Cave Canem Fellowship Retreat Staff



**Location:** Greensburg, PA (travel covered)

**Status:** Fixed-term, June 7 – 16, 2024

**Salary:** \$1,800.00

**Reports to:** Readings & Programs Manager

**CAVE CANEM**

Cave Canem is a nonprofit organization, committed to cultivating the artistic and professional growth of Black poets. Founded by artists for artists, Cave Canem fosters community across the diaspora to enrich the field by facilitating a nurturing space in which to learn, experiment, create, and present. **The Retreat**, Cave Canem's flagship program, is a week-long intensive writing program that offers an unparalleled opportunity to study with esteemed faculty and join a community of peers.

We are seeking **Retreat Staff** who will report to the Readings & Programs Manager and are responsible for assisting in the delivery of a safe and compelling Retreat for participants..

## QUALIFICATIONS:

- 18+, with a valid driver's license;
- event production experience;
- passion for arts, culture, and serving communities of color;
- effective communicator with exceptional interpersonal skills;
- and investment in the creation of a positive experience for participants at the Retreat.

## KEY RESPONSIBILITIES:

- Facility inspection and housekeeping;
- moving inventory;
- participant registration;
- maintaining office hours;
- facility set-up/break-down;
- shopping and other driving-required errands;
- printing/photocopying;
- liaising with Fellows and campus staff;
- emceeing/announcements;
- enforcing Retreat and conference regulations;
- and troubleshooting (especially in cases of emergency).

**To apply, please send a brief cover letter highlighting relevant experience, resume, the names and contact information of two references as a single PDF document by email to: [careers@ccpoets.org](mailto:careers@ccpoets.org), subject line: "Retreat Staff (your name)."**

**Applications will be accepted until May, 24, 2024.**

Cave Canem Foundation, Inc. is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Cave Canem Foundation, Inc. is committed to building a culturally diverse community, and strongly encourages applications from BIPOC candidates.