

## **Wanted: Communications Intern, Summer 2008**

Job description: ideal candidate would devote about 20-25 hours per week to assisting with a variety of projects that promote the Kansas Talking Book Program and the State Library of Kansas. This is an unpaid internship.

Job site location is the State Library of Kansas, 300 SW 10<sup>th</sup>, 343N, Topeka, KS 66612. Supervisor: Communications Director, Janie Rutherford, contact: 785-291-3230 or [janier@kslib.info](mailto:janier@kslib.info)

Prefer student who has completed general writing and editing courses. Must have some knowledge of computer programs such as Power Point, In-Design, and Microsoft Word.

### **Intern's duties and responsibilities for summer 2008.**

The potential communications intern will be involved with a number of projects that the State Library of Kansas will pursue this summer. Projects will include, but not be limited to:

Development of a presentation on the Talking Book Program that will be suitable for use in elementary schools, nursing homes, senior centers, and with civic groups.

Writing and editing anecdotal stories on patrons' satisfaction with the use of the Talking Book Program for potential use on website and with newsletter;

Assisting with the development of a Celebrity Readers program that will feature famous Kansas authors, sports figures and others reading from their favorite books. This program will be located on the State of Kansas Library website.

Assisting and coordinating creation of a "Lunch and Learn" series that can be implemented at public libraries across the state.

Research and potential development of a Talking Book Program poster contest by students; or the implementation of an art event that includes individuals with visual and/or physical disabilities.

Assisting with planning and placement of media releases, possible coordination of media events, and scheduling of radio and tv appearances of State Librarian, or others involved in statewide reading projects such as Kansas Center for the Book, etc.

And, other duties as assigned.