



St. Albans School

Position: Writer in Residence Fellowship

Organizational Background

From the top of Mount St. Alban, St. Albans School looks up to the Washington National Cathedral and out to the United States Capitol. Our location serves as an embodiment and constant reminder of the School's motto: Pro Ecclesia et Pro Patria, for Church and Country. The School was established in 1909 by the Protestant Episcopal Cathedral Foundation. Our mission is to prepare boys in grades 4 through 12 to develop and use their spiritual, intellectual, artistic, and physical gifts not for themselves alone, but in service of the greater community. As an Episcopal school, we welcome and embrace boys of all faiths and backgrounds to this caring community that learns, prays, plays, sings, and eats together. We are committed to a diversity among students, faculty, and staff that shapes and enriches our shared experiences.

As part of the Protestant Episcopal Cathedral Foundation (PECF), St. Albans, the Cathedral, the National Cathedral School, and Beauvoir benefit from strong ties and collaboration.

Job Description

The Writer in Residence Fellowship is a 10-month position that coincides with a single academic year. This Fellowship, under the sponsorship of the English Department, provides a stipend along with room and board at the School.

The School seeks a creative artist – poet, novelist, short story writer, or dramatist – who shows promise as a writer and who also possesses an enthusiasm for teaching young people to write. By their own writing and by what they encourage others to produce, the St. Albans Writer in Residence should be one who enriches and inspires. In addition to pursuing their own craft, they are expected to teach a one-semester creative writing seminar in the fall and another in the spring. Our hope is that the writer will have adequate time to spend with students and certainly enough free time to write.

The Program, now in its forty-fourth year, has been most successful. The writer-in-residence provides a unique opportunity for St. Albans students to broaden their literary experience and to learn about the process of writing from a practicing artist. Through the program the School has also been able to make the statement both to students and the broader community that fostering literary endeavor is important, that works of art and creative talent are essential for the wellbeing of all society. Because of the program, the School is a richer, more creative, and a healthier community.

The holder of the St. Albans Fellowship should find a broad cultural life readily available as well as an unhurried and unpressured atmosphere in the School, where they can think, teach, and write.

ALL MATERIALS DUE BY FEBRUARY 20, 2025

For inquiries or questions about the program, please contact Donna Denize at:
ddenize@stalbansschool.org



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The position may perform other related duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

Classification:

<input checked="" type="checkbox"/> Faculty	<input type="checkbox"/> Staff	
<input checked="" type="checkbox"/> 10-month	<input type="checkbox"/> 12-month	<input type="checkbox"/> Temporary
<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	
<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	
<input checked="" type="checkbox"/> Designated Onsite	<input type="checkbox"/> Telework Eligible	
<input checked="" type="checkbox"/> Salary	<input type="checkbox"/> Hourly	

Reporting: Reports to the Chair of the English Department

Salary Range: Base Salary of \$16,000 as well as room and board at the School

Supervision Exercised

For the purposes of management, performance assessment, and span of control, the Writer in Residence directly supervises:

- N/A

Professional Experience & Qualifications

Minimum Experience: All candidates will be considered, but preference will be given to candidates with experience teaching writing and who have published.

Education: Bachelor of Arts Degree preferred

Certifications: N/A

Preferred Qualifications:

- Ability to independently plan, organize, and coordinate multiple tasks;
- Ability to negotiate, mitigate conflict, and build alliances;
- Excellent communication skills;
- Ability to work efficiently and quickly under pressure; and
- Excellent time management skills.



Work Behaviors

This position requires an individual with the following characteristics:

- Commitment to St. Albans School's values;
- Good character, kindness, and an open heart and mind;
- Integrity and honesty, with the highest ethical standards to choose the hard right over the easy wrong;
- Personally accountable; assumes ownership, control, and accountability for all areas of responsibility and commitments made to others;
- Accessible and responsive; serves others through collaborative problem-solving and openness to new ideas;
- Passionate, collaborative, strategic, and smart with a hands-on, roll-up-the-sleeves orientation;
- Strong team player

Working Conditions

SCHEDULE –Typically, Monday through Friday between the hours of 7:30 AM to 3:30 PM, with occasional attendance at school functions which may occur nights or weekends. Ability to stand, engage in student instruction, and walking for potentially extended lengths of time over a sprawling campus.

WORK ENVIRONMENT: Standard school environment subject to variable temperatures and ambient noises.

How to Apply

To apply, please submit by February 20, 2025 an [application](#) and items in the following list to: STAJobs@stalbansschool.org with “Writer in Residence” written in the subject line.

1. Current curriculum vitae
2. A brief statement in which you discuss how the Fellowship will help you as a beginning writer. Be as specific as you wish about the manuscript you are working on.
3. A description of the way you conceive a creative writing seminar should be conducted (4 meetings weekly, 16 weeks, approximately 18 students).
4. The names and contact information of at least two people who can discuss you as a writer and as a teacher of writing.
5. A manuscript: if prose, about 30 typed pages; if poetry, about 20. If submitting part of a novel, please also submit an example of other work (poetry, short fiction).



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Additional Information

An Equal Opportunity Employer

St. Albans is committed to creating and maintaining a community that celebrates a diversity of voices and perspectives and fosters respect for everyone. St. Albans School welcomes and values individuals from all backgrounds. Such diversity is essential to a community of learning and growth. In nurturing the hearts, minds, and bodies of its students, St. Albans prepares boys for fulfilling lives of responsibility, leadership, and service to others.

St. Albans is an equal opportunity employer. We select and promote employees based on qualifications and without regard to race, color, religion, national origin, marital status, gender, sexual orientation, age, disability, or veteran status.