



MADISON
PUBLIC
LIBRARY

Foundation

201 W. Mifflin Street
Madison, WI 53703

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Title: Event Intern

Compensation: \$15 per hour

Hours: 15 per week

Madison Public Library Foundation is seeking an **Event Intern** to join our nonprofit team. Gain valuable experience in all aspects of event planning for a nonprofit while working with an energetic and talented staff and volunteer team.

Duties include:

- Participate in and organize event committee meetings with assistance from staff and volunteers
- Prepare donor solicitations and follow-up communications
- With volunteer/staff support, plan event logistics, such as venue, menus, decorations and entertainment
- Organize and track event attendees and guests
- Write email and mail campaigns and correspondence
- Provide management for other foundation events, including Educational Series, as well as donor recognition and cultivation activities
- Complete other office tasks as needed

Job qualifications:

- A current college student with interest in fundraising and/or nonprofit management
- Applicants should possess strong organization skills and demonstrated proficiency managing detail-oriented tasks, with the ability to communicate effectively and professionally
- Hours are flexible; occasional weekend or evening work will be required

The foundation's office is located at Madison's Central Library near the Capitol Square, with reliable access to many bus routes. Madison Public Library Foundation is an Equal Opportunity Employer. Per City of Madison policy, staff are required to provide proof of full vaccination against COVID-19 or weekly negative test results at the staff member's expense.

How to apply:

Send cover letter and resume to Katy Kaufman, Foundation Manager, kkaufman@mplfoundation.org. Please write "Event Intern Application" in the subject line.