



MADISON
PUBLIC
LIBRARY

Foundation

201 W. Mifflin Street
Madison, WI 53703

608.266.6318

Title: Event Intern

Compensation: \$15.23 per hour

Hours: 15 per week

Madison Public Library Foundation is seeking an **Event Intern** to join our nonprofit team. The Event Intern works closely with the Foundation Manager to plan, coordinate, and execute fundraising events for the foundation. 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:

- Participating in and organizing event committee meetings with assistance from staff and volunteers
- Preparing donor solicitations and follow-up communications
- With volunteer/staff support, planning event logistics, such as venue, menus, decorations, and entertainment
- Organizing and tracking event attendees and guests
- Writing email and mail campaigns and correspondence
- Providing management for other foundation events, including Educational Series, as well as donor recognition and cultivation activities
- Completing 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, and 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.

How to apply:

Send cover letter and resume in PDF format to Katy Kaufman, Foundation Manager, at kkaufman@mplfoundation.org. Please include your first and last name as part of the document name for all materials you submit. Please also write "Event Intern Application" in the subject line.

Apply within these timeframes for the most serious consideration:

- Between Oct. 1 – Nov. 31 for spring internship (mid-January to mid-May).
- Between Feb. 1 – March 31 for summer internship (mid-May to mid-August)
- Between May 1 – June 30 for fall internship (mid-August to mid-December)

Exact start and end dates are negotiable upon hire.