



**Foundation**

MADISON PUBLIC LIBRARY

**Title:** Communications Intern (12-month term)

**Pay:** \$17.48 per hour

**Hours:** 15 hours per week

Madison Public Library Foundation seeks an outgoing and creative **Communications Intern** to join our energetic, talented, high-achieving staff and volunteer team. The Communications Intern works closely with the foundation's PR consultant to maintain digital media and support campaigns. This internship provides the opportunity to gain valuable communications experience applicable in a variety of future career settings. (Our office is located at Madison's Central Library near Capitol Square, with reliable access to many bus routes.)

**Duties Include:**

- Writing newsletter articles, email campaigns, web content, and social media posts
- Creating short videos and reels for social media
- Interviewing library patrons for special features in foundation communications
- Compiling website and social media analytics
- Assisting with organizational marketing and coordinating marketing efforts with the library
- Completing other tasks as needed, particularly in support of the library's 150<sup>th</sup> in 2025

**Other Information:**

- Internship runs from mid-May 2025 through mid-May 2026. Exact start and end dates are negotiable upon hire. (Interns are not expected to work regular hours over the winter break.)
- While hours are flexible, interns should be able to commit to a regular schedule each semester/term that falls largely within the foundation's office hours (i.e. Monday through Friday from 8:30 a.m. to 4:30 p.m.).
- Very occasional weekend or evening work will be required; interns will receive advance notice of those occasions.

**Characteristics of Competitive Applicants:**

- Current college sophomore or junior pursuing a degree in communication arts, journalism, marketing, business, nonprofit management, or a related field
- Strong writing, organizational, and time management skills, with attention to detail and ability to juggle multiple projects against various deadlines
- Excellent judgment and ability to interact comfortably with staff, volunteers, and donors of all kinds
- Tech savvy, including familiarity with Canva, Microsoft Office Suite, Google Drive, and social media
- An eye for good design and a sense of aesthetics
- Ability to work some hours in-office on Tuesdays or Wednesdays strongly preferred

**How to apply:**

**On or before March 26, 2025**, send cover letter and resume as one document in PDF format to Katy Kaufman, Foundation Manager, at [kkaufman@mplfoundation.org](mailto:kkaufman@mplfoundation.org). Please include your first and last name as part of the document name. Please also write "Communications Intern Application" in the subject line of the email.