



Foundation

MADISON PUBLIC LIBRARY

Title: Events Intern (12-month term)

Pay: \$17.48 per hour

Hours: 15 hours per week

Madison Public Library Foundation seeks an **Events Intern** to join our nonprofit team. The Events 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, talented, high-achieving staff and volunteer team. (Our office is located at Madison's Central Library near Capitol Square, with reliable access to many bus routes.)

Duties Include:

- Helping plan and execute two major annual fundraising events, Ex Libris in November and Lunch for Libraries in the spring
- Supporting other smaller foundation events with a focus on recognition and stewardship, e.g. volunteer thank-you lunch, donor-thank-you event, etc.
- Helping to manage event logistics, e.g. venue, menus, signage, and entertainment
- Organizing and maintaining event guest lists, and tracking event attendees
- Participating in committee meetings and supporting the work of event committees
- Preparing and managing solicitations and follow-up communications in support of events
- Completing other tasks as needed, particularly in support of the library's 150th 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 with interest in fundraising and/or nonprofit management; previous experience with event planning and execution preferred
- Strong organizational and time management skills and a track record of successfully managing details
- Demonstrated ability to communicate effectively and professionally, as well as ability to comfortably interact with staff, volunteers, and donors of all kinds
- Familiarity with Microsoft Office Suite and Google applications; graphic design experience a plus

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. Please include your first and last name as part of the document name. Please also write "Events Intern Application" in the subject line of the email.