



MADISON
PUBLIC
LIBRARY

Foundation

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Seasonal Position Available

Title: Intern – Wisconsin Book Festival

Compensation: \$500 stipend per semester (Summer and Fall semesters)

Hours: 12-20 per week

Madison Public Library, with the support of the Madison Public Library Foundation, will host the culmination of the 13th annual Wisconsin Book Festival in October 2015. The festival incorporates literature, spoken word, art, and performance, and is a year-long event series in which local literary artists mix with nationally-acclaimed authors to create a unique event full of free community programs. Festival activities will be hosted at library facilities, particularly the new Central Library. An anticipated audience of 20,000 people will attend over 90 programs during throughout the year including the October 22-25 festival.

The foundation is currently looking for an outgoing, creative **intern** to join our small office team for the upcoming semester. This position generally runs two semesters of the university school year (summer, fall). The intern will work closely with the Festival Coordinator, the foundation office, and the library's marketing manager to plan, coordinate, and execute promotional and fundraising activities for the festival and related author events.

The intern has the opportunity to gain valuable event management, marketing and public relations experience while helping to boost the profile of the beloved annual festival. Internship may be taken for credit at the initiative of the intern at his or her respective college or university.

Duties of the position would include:

- Writing press releases, media advisories, and articles
- Developing press and contact lists
- Planning and implementing website, email, and social media campaigns
- Assisting with promotional activities and events
- Assisting with the securing of sponsors and the coordination of sponsor benefits
- Assisting with coordination of author events
- Other communications- and event-related tasks as needed

Job qualifications:

Enrolled in a college or university pursuing a degree in nonprofit management, communications, journalism, marketing, business, event management, a humanities or liberal arts discipline, or a related field. Applicant should have strong writing and organizational skills. Familiarity with local media is a plus. Hours are flexible, but occasional weekend or evening work may be required. Our office is located downtown on the bus line. MPLF is an Equal Opportunity Employer.

How to apply:

Send cover letter, resume and one technical writing sample to Jenni Collins, Executive Director of the foundation, at jcollins@mplfoundation.org. Position is open until filled.