



Internship Opening: Marketing & Development Intern (In-Person)

Minnesota Center for Book Arts

Position Description: Marketing & Development Intern (In-Person)

Join our collaborative book arts team and play an important role in shaping our work! The MCBA Marketing & Development Intern will support the marketing and promotion of MCBA programming and fundraising initiatives. Primary areas of learning include (but are not limited to):

- Learn about online fundraising initiatives and assist with strategy and content creation for fundraising campaigns (MCBA's annual appeal, Give to the Max Day, New Editions)
- Support in-person fundraising events and offer administrative support to the development team's annual appeal letter mailing process.
- Assist with audience engagement through social media and other marketing outreach initiatives
- Help build our marketing media bank through photography and videography

Important note: The majority of intern work will take place at MCBA in downtown Minneapolis (limited free parking available). However, some responsibilities may be performed remotely and we strongly recommend that interns have access to a computer and a secure internet connection.

Helpful Skills

Strong writing ability; familiarity/proficiency with social media platforms; experience with photography and/or videography. Strong project management and event planning experience are a plus.

Internship Dates

The internship runs from September through December 2023 for approximately 6-8 hours weekly.

Benefits

Intern will receive a \$500 stipend. In addition to on-the-job educational experience, interns receive a free one-year membership to MCBA, which includes a 10% discount on workshop tuition and retail purchases. After completion of 100 hours, interns may register for a free MCBA workshop of up to 12 hours.

To Apply

Please email a brief cover letter and a résumé to internships@mnbookarts.org. Please enter the title of the internship (Marketing & Development Intern) in the subject line of the email. **Applications are due on Sunday, July 23, 2023, 11:59pm CT.**

*We prioritize a culture of equity, inclusion, and care for self and community.
We encourage participants with diverse cultural backgrounds and lived experiences to apply.*

About Minnesota Center for Book Arts

Founded in 1983, Minnesota Center for Book Arts (MCBA) is a nonprofit visual arts center that offers educational and artistic programming in the book arts, which encompass papermaking, bookbinding, letterpress printing, and related arts. With over 12,000 square feet of artist studios, classrooms, library, and gallery space, MCBA is one of the largest and most comprehensive book arts centers in the world. Visit www.mnbookarts.org to learn more.