



Program and Event Internship

Term:	Semester (September – December or January – April)
Title:	Program and Event Intern
Supervisor:	MLA Program and Event Director
Work Schedule:	10 hours per week, flexible hours based on class schedule, 120 hours total
Compensation:	\$1,500 per semester, Internship credit, lodging at MLA conference

About Us:

The Michigan Library Association (MLA) leads the advancement of all Michigan libraries through advocacy, education and engagement. At MLA, we serve nearly 2500 members, including more than 300 libraries from throughout Michigan. We've built a thriving non-profit service and advocacy organization whose members value our work and our time. At MLA, we are committed to using our talents to amplify our members' voices and highlight the value and importance of libraries in all 83 Michigan counties. MLA is Michigan's oldest and largest library association spanning more than a century. MLA promotes equity, diversity, accessibility, and belonging, collaboration and partnerships, the well-being of members, mentorship and new ideas, and opposition to censorship.

For more information, visit www.milibraries.org

Internship Overview:

The purpose of this position is to gain valuable skills and knowledge in the field of meeting planning and association management through development, preparation, execution, and evaluation of MLA events. This internship position is under the direct supervision of the Program and Event Director but will assist other staff members as needed.

This position promotes critical thinking and encourages ownership as well as:

- College credit through your internship program, if desired and arranged for by intern
- Hands on experience working in the events and association industry
- Mentorship from experienced association professionals

Internships during the fall semester will focus on preparations for the MLA Annual Conference held in October, and internships during the spring semester will focus on MLA's Spring Institute for Youth Services conference. Details about the events can be found on MLA's website.

Responsibilities:

- Assist in conference coordination, registration, and onsite event duties

- Assist with volunteer management
- Sponsorship, exhibitor, and advertiser support
- Assist in future conference and event RFP and selection process
- Assist in creation of speaker and attendee instructions and related documents
- Data entry and database management
- Internship report or project evaluation at conclusion
- Other duties as assigned

Qualifications:

- Currently enrolled and in good standing at a college or university
- Strong organizational skills
- Strong written and verbal communication skills
- Professional attitude
- Able to establish priorities and meet deadlines
- Ability to manage one's own time
- Proficient in Microsoft Office
- Previous event planning and marketing experience preferred
- Reliable internet and transportation

Internship Report or Project:

At the conclusion of the internship, the intern may provide or present a report, maximum of two-pages, on a project that aligns with their educational objectives and the mission of MLA. Project will be identified during first 4 weeks of the internship. Possible examples include an analysis of sponsorship packages, registration procedure evaluation, volunteer management portfolio, program development, or communication plan. In lieu of a project the intern may provide a SWOT analysis of the event in which they assisted.

Compensation:

We value your time and believe in paid internships. Each semester (approximately 12 weeks) we will be able to provide a stipend of \$1,500 in three increments of \$500. Lodging at MLA conference will also be provided. A 1099 will be issued at the beginning of the calendar year for tax purposes.

Location:

MLA is a remote office. Reliable home internet access and in-person attendance at event is required.

Application:

Submit your resume and cover letter to Amber Sheerin, Program and Event Director, at asheerin@milibraries.org. Internship placement for the fall semester takes place in August and placement for the Spring semester takes place in November. MLA is an equal opportunity employer.